



Sunnyslope County Water District

BOARD OF DIRECTORS

REGULAR MEETING

District Office Board Room



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

MARCH 16, 2021

Regular Board Meeting - 5:15PM

Closed Session - 4:45PM

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-29-20 PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:

ZOOM MEETING ACCESS LINK

<https://zoom.us/j/98588482095?pwd=N1BOQnB1NG96NzYcjNFbk1CeWR3UT09>

Passcode: SSCWD

Or Telephone: Dial + 1 (669) 900-9128 and when prompted enter Meeting ID: 985 8848 2095

Passcode: 760874

Regular Board Room attendance will NOT be available to the public.

Any members of the public requiring special accommodations may call the District office at (831) 637-4670 a minimum of 24 hrs prior to the start of the meeting.

Mission Statement:

"Our Mission is to provide safe, reliable, and high-quality water and wastewater services to our customers and all future generations in an environmentally and financially responsible manner."

A. CALL TO ORDER - ROLL CALL

President Buzzetta_____, Vice-President Parker_____

Director Johnson_____, Director Ross_____, and Director Alcorn_____.

- B. PUBLIC COMMENT ON CLOSED SESSION MATTERS** – Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of three minutes per speaker.

CLOSED SESSION

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):

- a. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068
- b. *Williams v. City of Hollister et al.*, San Benito County Superior Court Case No. CU-20-0020378u89

REGULAR SESSION

D. PLEDGE OF ALLEGIANCE

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

F. APPROVAL OF AGENDA

- G. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS** – The public may comment¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken by the Board during the public comment period.

- H. CONSENT AGENDA** – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda requiring action shall be moved to New Business and treated as a matter of new business, or for matters needing clarification shall be moved to Staff Reports, and addressed by the respective staff. The public may address the Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of February 16, 2021. (Pages 1-11)
2. Allowance of Claims for disbursements from February 1, 2021 through February 28, 2021. (Pages 12-14)
3. Receive Associate Engineer Monthly Status Report. (Page 15-16)
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves. (Pages 17-32)

5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement. (Pages 33-39)
6. Receive General Manager Monthly Status Report. (Pages 40-41)

I. NEW BUSINESS – The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board² on these items as the Board reviews each item.

1. Award the Ridgemark Wastewater Collection System CCTV Inspection and Assessment Project FY20-21 to Able Septic Tank for an Amount Not to Exceed \$133,300 and Authorize the General Manager to Execute a Project Contract. [Associate Engineer, Rob Hillebrecht] (Pages 42-81)
2. Receive and Discuss Six-Month Budget Review of District’s Financial Results from July 1, 2020 thru December 31, 2020. [Finance & Human Resource Manager, Travis Foster] (Pages 82-102)

J. STATUS REPORTS

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (No meeting)
3. Finance Committee – (Meeting held March 10, 2021: Budget Status Review of Fiscal 2nd Quarter)
4. Policy and Procedure Committee – (No meeting)
5. Personnel Committee – (No Meeting)
6. Water Resources Association of San Benito County – (No Meeting)

K. BOARD and STAFF REPORTS

1. Directors
2. District Counsel
3. General Manager – COVID 19 Updated (Oral Report), SGMA TAC Report (Oral Report)

L. FUTURE AGENDA ITEMS

1. Consider Proclaiming May 2020, as “Water Awareness Month” – April 2021
2. Receive and Adopt the Urban Water Management Plan Update – June 2021

M. ADJOURNMENT

Upon request, Sunnyslope County Water District (SCWD) will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. SCWD will also make a reasonable effort to provide translation services upon request. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service as soon as possible in advance of the meeting.

Next Regular Board Meeting – April 20, 2021 @ 5:15 p.m., District Office

AGENDA DEADLINE: April 14, 2021 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Agency – April 1, 2021 @ 4:00 PM

¹ The person speaking is requested to fill out a speaker card stating items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. A limit of three (3) minutes per speaker is requested to allow others an opportunity to comment. Board members may ask questions of the speaker, but no action may be taken and no discussion may be held on non-agenized items raised by the public. The General Manager may refer the matter to the proper personnel for review.

² The person speaking is requested to fill out a speaker card stating their name, address, and items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. Please limit your comment to three (3) minutes. Please step up to and speak at the podium.

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
February 16, 2021

A. CALL TO ORDER: The meeting was called to order at 4:40 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

ROLL CALL: Present in Person: President Jerry Buzzetta, Director Judi Johnson, and Vice President James Parker. **Present Via Teleconference:** Mike Alcorn (joined meeting at 4:55) and Director Ann Ross.

B. PUBLIC COMMENT ON CLOSED SESSION MATTERS: Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS: At 4:45 p.m. President Buzzetta closed the meeting to the public to discuss the following:

- 1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**
 - a. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068
 - b. *Williams v. City of Hollister et al.*, San Benito County superior Court Case No. CU-20-0020378u9
- 2. Public Employee Performance Review (§ 54956.9) – Title: General Manager**

President Buzzetta reconvened the meeting to open session at 5:32 p.m.

D. PLEDGE OF ALLEGIANCE: Director Parker led Directors and staff in the Pledge of Allegiance.

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:

- 1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

Attorney Heidi Quinn reported on item a., general update was provided and no reportable action taken; and item b., the Board directed DeLay and Laredo to fully defend the District and report at next meeting any actions taken by Counsel.
- 2. Public Employee Performance Review (§ 54956.9) – Title: General Manager**

Attorney Heidi Quinn reported discussion was held and no reportable action taken.

F. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Johnson, seconded by Director Parker, for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

G. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS: The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. No comments.

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance and Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

H. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of January 19, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of January 1, 2021 through January 31, 2021, totaling \$ 1,108,966.38 which includes \$576,495.06 for payments to vendors, \$154,815.08 for Payroll, \$372,422.36 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$5,233.88 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1967, and the last check written was check #28810.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/15/21	01-01 PRL	Employee Payroll	-65,536.87
01/15/21	01-01 PRL	Payroll Taxes	-13,660.87
01/29/21	01-02 PRL	Employee Payroll	-65,074.17
01/29/21	01-02 PRL	Payroll Taxes	-10,543.17
01/04/21	ACH 1950	North American Bancard	-403.43
01/04/21	ACH 1951	North American Bancard	-720.56
01/04/21	ACH 1952	North American Bancard	-167.14
01/04/21	ACH 1953	North American Bancard	-1,284.05
01/04/21	ACH 1954	North American Bancard	-0.23
01/05/21	ACH 1955	American Express	-37.81
01/05/21	ACH 1956	Principal	-3,081.23
01/05/21	ACH 1957	BASIC Benefits LLC	-55.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/12/21	ACH 1958	BASIC Benefits LLC	-738.80
01/12/21	ACH 1959	RETURNED CHECK (Ck Ret 01-01)	-128.00
01/15/21	ACH 1960	ADP	-2,083.26
01/19/21	ACH 1961	RETURNED CHECK (Ck Ret 01-02)	-145.00
01/20/21	ACH 1962	RETURNED ACH (ACH Ret 01-01)	-161.12
01/20/21	ACH 1963	RETURNED ACH (ACH Ret 01-02)	-134.34
01/20/21	ACH 1964	RETURNED ACH (ACH Ret 01-03)	-161.66
01/20/21	ACH 1965	RETURNED ACH (ACH Ret 01-04)	-152.08
01/20/21	ACH 1966	RETURNED ACH (ACH Ret 01-05)	-160.89
01/27/21	ACH 1967	RETURNED ACH (ACH Ret 01-06)	-36.07
01/04/21	28725	CECILIA & ERNEST ECHAVARRIA	-83.75
01/04/21	28726	D & M SILVEIRA & NATHAN & RONDA HURST	-172.52
01/04/21	28727	INDEPENDENT CONSTRUCTION	-283.20
01/04/21	28728	JOSHUA & BETHANY JOHNSON	-139.92
01/04/21	28729	KB HOME	-48.39
01/04/21	28730	DEBORAH MALONE	-34.35
01/04/21	28731	JUAN CARLOS & HAYLIE NUNO	-88.40
01/04/21	28732	ROBERT J RODRIGUEZ	-315.02
01/04/21	28733	Ace Hardware (Johnson Lumber Co.)	-300.66
01/04/21	28734	AT&T	-798.04
01/04/21	28735	Brenntag Pacific, Inc.	0.00
01/04/21	28736	Brigantino Irrigation	-18.10
01/04/21	28737	BTJ Enterprises, LLC	-1,615.92
01/04/21	28738	Calgon Carbon Corporation	-48,402.00
01/04/21	28739	Central Ag Supply LLC	-3,041.42
01/04/21	28740	Downtown Automotive	-113.13
01/04/21	28741	exceedio	-3,152.85
01/04/21	28742	Hach Company	-1,162.08
01/04/21	28743	Interstate All Battery Center	-79.83
01/04/21	28744	Mc Gilloway, Ray, Brown & Kaufman	-5,880.00
01/04/21	28745	Mission Uniform Service	-1,398.62
01/04/21	28746	Palace Business Solutions	-62.53
01/04/21	28747	Postal Graphics	-814.66
01/04/21	28748	Quinn Company	-1,613.29
01/04/21	28749	Razzolink.com	-76.95
01/04/21	28750	San Benito Tire Pros & Automotive	-614.87
01/04/21	28751	Shape, Inc.	-7,403.22
01/04/21	28752	Staples Advantage	-64.95
01/04/21	28753	Brenntag Pacific, Inc.	-31,459.12
01/11/21	28754	Brigantino Irrigation	-466.08
01/11/21	28755	Central Ag Supply LLC	-34.96
01/11/21	28756	John Smith Road Landfill	-4,419.38

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/11/21	28757	P G & E	-19,491.56
01/11/21	28758	Postmaster	-103.00
01/11/21	28759	Recology San Benito County	-286.86
01/11/21	28760	State Water Resources Control Brd-WWOPCP	-205.00
01/11/21	28761	Toro Petroleum Corp.	-1,641.66
01/11/21	28762	U.S. Bank Corporate Payment Systems	-879.76
01/11/21	28763	State Water Resources Control Board-DWOCPC	-60.00
01/11/21	28764	City of Hollister-Finance Dept	-372,422.36
01/11/21	28765	Brenntag Pacific, Inc.	-2,105.85
01/18/21	28766	Cervantes, Jr., Adan S.	-141.68
01/18/21	28767	Castro, Kevin G.	-250.00
01/18/21	28768	Boltz, William K	-98.31
01/18/21	28769	BTJ Enterprises, LLC	-796.54
01/18/21	28770	Calcon System, Inc.	-3,632.50
01/18/21	28771	Community Printers, Inc.	-1,597.18
01/18/21	28772	EBCO Pest Control	-60.00
01/18/21	28773	Hach Company	-1,119.11
01/18/21	28774	Mc Master-Carr	-81.62
01/18/21	28775	R&B Automation, Inc.	-1,995.00
01/18/21	28776	Rafter M Welding & Fabrication	-1,130.64
01/18/21	28777	Simplot Grower Solutions	-700.47
01/18/21	28778	Trans Union LLC	-112.56
01/18/21	28779	Zoom Video Communications, Inc.	-549.90
01/25/21	28780	A-1 Services	-403.00
01/25/21	28781	ACWA/JPIA	-11,303.47
01/25/21	28782	Brenntag Pacific, Inc.	-19,869.04
01/25/21	28783	Central Ag Supply LLC	-1,012.55
01/25/21	28784	CM Analytical, Inc.	-14,183.75
01/25/21	28785	Coast Counties Glass	-55.00
01/25/21	28786	CSI HR Group	-637.50
01/25/21	28787	D & K Marquez Enterprises, Inc.	-215.90
01/25/21	28788	Edges Electrical Group, LLC	-313.56
01/25/21	28789	Interstate Battery System of San Jose Inc	-164.27
01/25/21	28790	Konica Minolta Premier Finance	-416.76
01/25/21	28791	Mc Master-Carr	-460.90
01/25/21	28792	Ryan Herco Flow Solutions	-977.01
01/25/21	28793	San Benito County-Admin Office	-8,980.00
01/25/21	28794	Toro Petroleum Corp.	-1,334.25
01/25/21	28795	Wright Bros. Indust. Supply	-88.34
01/25/21	28796	Verizon Wireless	-230.92
01/25/21	28797	DEL CURTO BROS CONST.	-512.58
01/25/21	28798	FIDEL ANTONIO NIETO-FLORES	-15.54

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/25/21	28799	ALLISON GARCIA	-68.58
01/25/21	28800	CLAIRE & DANIEL LAUGHLIN	-181.10
01/25/21	28801	MCELVANY INC	-517.15
01/25/21	28802	CINDY MONGES	-75.62
01/25/21	28803	TRACY M RODRIGUEZ	-213.39
01/25/21	28804	PETER SCAVUZZO	-87.50
01/25/21	28805	JERRY & CINDY SHEAR	-14.84
01/25/21	28806	TRINCHERO CONSTRUCTION INC	-643.40
01/25/21	28807	TRINCHERO CONSTRUCTION INC	-643.40
01/25/21	28808	THOMAS J & KATHERINE A WATT	-16.07
01/31/21	28809	San Benito County Water District	-354,796.62
01/29/21	28810	Postmaster	-2,448.85
			\$ -1,108,966.38

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

In the assembly of the board packet section H-2, Allowance of Claims for disbursements from January 1, 2021 through January 31, 2021 was mistakenly placed, in the middle of section H-1, Regular Board Meeting of January 19, 2021. The Allowance of Claims for January 2021 was also correctly placed in H-2. This interruption caused some of the wording in the board minutes to be excluded. A corrected copy of the January meeting minutes was presented to all Directors present, prior to the open session.

Upon a motion made by Director Johnson to approve the Consent Agenda with the corrected board meeting minutes provided, seconded by Director Parker, for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

I. NEW BUSINESS:

1. **TAKE APPROPRIATE ACTION TO UPDATE SIGNATURE CARDS FOR THE DISTRICT'S HERITAGE BANK OF COMMERCE BANK ACCOUNTS:** Finance and Human Resource Manager Travis Foster stated that when he started as the new Finance Manager on April 1st, 2020, the Board had taken action to update the District's bank signature card as needed at the April 21st, 2020 Board Meeting. Mr. Foster had recently been notified by Heritage Bank of Commerce, due to staff turnover at the bank, bank staff is unable to locate the signature cards. As a result, the process needs to be repeated of adding Travis Foster, Finance and Human Resource Manager and to sign the signature cards.

The following actions are requested:

Update Signers List – Approve adding the Finance Manager, Travis Foster, as authorized signer on the District's signature card for all Heritage Bank of Commerce accounts.

Approve Resolution - The Board is requested to review and approve the attached "Resolution of Lodge, Association, or Other Similar Organization". The resolution indicates the updated authorized signers list to be:

- A. Drew A. Lander (Both Powers "A" & "B" Granted),
- B. Travis J. Foster (Both Powers "A" & "B" Granted),
- C. Michael H. Alcorn (Powers "A" Granted),
- D. Judi H. Johnson (Powers "A" Granted),
- E. Ann C. Ross (Powers "A" Granted),
- F. James F. Parker (Powers "A" Granted), and
- G. Jerry Buzzetta (Powers "A" Granted).

Finance and Human Resource Manager Foster stated that updated signature cards help ensure authorized access to all District bank accounts.

Upon a motion made by Director Johnson, to approve the updated signer's list and the Board adopt the Resolution of Association for the bank accounts with Heritage Bank of Commerce, seconded by Director Parker, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

2. **AUTHORIZE THE GENERAL MANAGER TO NEGOTIATE WITH SAN BENITO FOODS FOR CONTRACT OPERATION OF THE CITY OF HOLLISTER INDUSTRIAL WASTEWATER TREATMENT PONDS (IWWTP):** General Manager/Secretary Lander explained that San Benito Foods (SB Foods) has inquired with the District to know if SSCWD would be interested in contract operating the City of Hollister IWWTP for the foreseeable future. SB Foods is finalizing a contract

with the City of Hollister which will give them operational oversight of the wastewater ponds at the end of South Street during the canning season.

The General Manager requests support of the Board to negotiate a contract with SB Foods which will be mutually beneficial. Goals for negotiation will be to establish a billing structure so that the District may perform all required duties of operation without any additional costs being born by customers of the District.

District Counsel will be included in the contract preparation and the Water/Wastewater Committee will be consulted during negotiations. When a recommendation to proceed is reached through the Water/Wastewater Committee the contract will be brought to the full Board for review and approval.

The Water/Wastewater Committee convened on February 9, 2021 to discuss this development and favorably reviewed the recommendation presented in this staff report.

Director Alcorn inquired about litigation between San Benito Foods and the City of Hollister regarding the responsibility of sludge cleanup. General Manager/Secretary Lander stated that it will be the responsibility of San Benito Foods for permitting and permit compliance with the State Regional Water Quality Control Board. Mr. Lander also commented that San Benito Foods will be routinely notified by the District of operational issues that need attention and action.

Upon a motion made by Director Parker, to approve and authorize the Water/Wastewater Committee to review contract proposals negotiated by and between the General Manager and San Benito Foods, and when a recommendation for approval has been reached by the Committee, the full contract will be returned to the Board for review and approval, seconded by Director Johnson, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

3. **APPROVE CONTRACT AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT CONTRACT:** Attorney Heidi Quinn reported that in response to Board Member inquiries into risk management and defined compensation regarding the General Manager's (GM) use of the District assigned vehicle, the Board appointed President Buzzetta to negotiate solutions with the GM to clarify the use of the District vehicle and adjust the life insurance benefit.

The Personnel Committee negotiated with the GM on February 2, 2021 to review actual expenses incurred by the District in the GM's daily use of the vehicle over the past year.

The Personnel Committee proposed an amendment to address Board Member concerns which would clarify that the District vehicle is provided for exclusive District use within San Benito County and for scheduled meetings, training, or conference attendance without geographical limitation. The amendment also shall provide additional compensation based on the calculation of annual average mileage driven to and from the district office times the 2020 IRS standard mileage value of 57.5 cents per mile. The amendment would also increase the life insurance benefit to match other District Class 1 employees.

Director Johnson requested that the use of vehicle and increased life insurance benefit be split into two separate motions., which was acceptable to all Directors.

Upon a motion made by Director Johnson for the adjusted life insurance benefit premium increase from Class 2 to Class 1 for an annual increase cost of \$22.80, seconded by Director Alcorn, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

Upon a motion made by Director Parker, to authorize the President to sign a mutually agreed upon amendment to the General Manager's current contract regarding additional compensation and clarifying the use of the District's vehicle, seconded by Director Ross, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), abstain; Johnson (JJ), no; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 3-1-1.

4. APPROVE THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR DATA PROCESSING PRINT & MAIL SERVICES WITH INFORSEND INC.:

General Manager/Secretary Lander stated that the District currently processes approximately 6,000 printed bills monthly. Cost analysis of the printing, handling, and mailing of bills using inhouse labor was calculated using actual expenses. The District billing costs are calculated to be \$5,763.77 per month. InfoSend was chosen to provide bill mailing services per the proposal presented in the staff report.

Costs with InfoSend are fixed per/unit due to their massive billing volumes. This helps stabilize the costs for smaller billing runs, while eliminating the need to maintain in house paper reserves, envelopes, equipment, or handling. InfoSend can provide the lowest cost per unit. This service is anticipated to begin with the Tyler Technology financial software implementation.

These services are contracted monthly. There is a one-time set up cost to begin service estimated not to exceed \$3,500.00 and then printing and mailing services follow the pricing summary. The financial impact is estimated to be a reduction in District billing expenses annually by \$25,000.

Director Ross inquired about the current agreement with the City of Hollister regarding the fee they pay to the District to include the City of Hollister's sewer fees on the District's water bills, and if contracting with InfoSend would affect that price. General Manager/Secretary Lander stated that at this time the \$3 fee currently charged may not even cover the cost of the additional processing for the District and the savings with InfoSend may bring that closer to a realistic fee.

Upon a motion made by Director Johnson, to approve the General Manager to enter into a contract for data processing, print & mail services with InfoSend, Inc., seconded by Director Parker, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), no; and President Buzzetta (JB), yes; the motion carried 4-1.

J. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** President Buzzetta reported that a meeting was held on February 9, 2021 to discuss the potential benefits and risks that the District may encounter in seeking to establish a contract with San Benito Foods to contract to operate the City of Hollister Industrial Wastewater Ponds as discussed in agenda item I-2.
3. **Finance Committee:** President Buzzetta reported that a meeting was held on February 8, 2021 to discuss the use of a Section 115 Trust Fund to participate in the California Employers Pension Prefunding Trust (CEPPT) with the California Public Employees' Retirement System.

Director Johnson stated that the committee was informed of series of upcoming workshops put on by CalPERS and Directors are encouraged to attend a virtual workshop.

Director Alcorn stated that the Pension Prefunding Trust seems to be a promising opportunity and is appreciative that General Manager/Secretary Lander and Finance and Human Resource Manager Foster brought this to the Boards attention.

4. **Policy and Procedure Committee:** President Buzzetta reported no meeting held. President Buzzetta did comment that he is mindful of the discussion at the last board meeting regarding terrorism on the water system. President Buzzetta stated that General Manager/Secretary Lander is currently working with the County of San Benito on the Emergency Response System and once they have more information on the joint agency procedure, it will be brought back to the Policy and Procedure Committee.

5. **Personnel Committee:** President Buzzetta reported that a meeting was held on February 2, 2021 regarding labor negotiations for General Manager Drew Lander.
6. **Water Resources Association of San Benito County (WRA):** Director Johnson reported that a meeting was held February 4, 2021 with technical difficulties with the audio system, but they are in negotiations on replacing the system.

Director Johnson stated that she and Program Manager Shawn Novack will be working on updating the reports for the toilet rebate program.

Director Johnson reported that she and Mr. Novack will be working with General Manager Lander and Water/Wastewater Superintendent Rodriguez on a policy for limiting salinity.

Director Parker congratulated Director Johnson on being appointed as the new Chairperson for the Water Resources Association.

K. BOARD and STAFF REPORTS

1. **Directors:** President Buzzetta stated that he likes the new layout of the Agenda and thanked General Manager/Secretary Lander and staff. He also appreciates the added page reference information noted on the agenda.
2. **District Counsel:** Attorney Heidi Quinn announced that DeLay & Laredo will be hosting another zoom Ethics Training on February 25th from 9:30 a.m. to 11:30 a.m. and invited anyone interested to attend.
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 reporting the office remains closed and there has been a decrease in active cases recently. Mr. Lander stated he continues to work with the County Health Services for staff getting the vaccine and reported that presently there are no staff out due to COVID-19.

General Manager/Secretary Lander reported that the outstanding balances has decreased and is now down from about \$200,000 to \$165,000. He reported that staff has started sending out the letters discussed at the last meeting and continue with calls as well. Mr. Lander stated that things are going well with the new payment system which may play a role in the decrease of outstanding amounts.

General Manager/Secretary Lander reported that the recent Technical Advisory Committee (TAC) meeting had some technical difficulty with the audio but otherwise was a good

meeting and the continuation of the groundwater report is going well. The next meeting is scheduled for April 1st.

Director Johnson stated that SGMA will be holding a public workshop in early March.

L. FUTURE AGENDA ITEMS: ACWA/JPIA Spring Conference.

M. ADJOURNMENT: President Buzzetta adjourned the meeting at 6:21 p.m.

APPROVED BY THE BOARD:

Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary

February 1, 2021 through February 28, 2021

Date	Num	Name	Amount
02/12/21	02-01 PRL	Employee Payroll	-64,452.10
02/12/21	02-01 PRL	Payroll Taxes	-17,554.81
02/02/21	RET 0001	RETURNED ACH (ACH Ret 02-01)	-131.17
02/26/21	02-02 PRL	Employee Payroll	-65,060.29
02/26/21	02-02 PRL	Payroll Taxes	-18,327.67
02/10/21	RET 0002	RETURNED ACH (ACH Ret 02-02)	-200.00
02/19/21	RET 0003	RETURNED ACH (ACH Ret 02-03)	-233.49
02/22/21	RET 0004	RETURNED ACH (ACH Ret 02-04)	-147.02
02/22/21	RET 0005	RETURNED ACH (ACH Ret 02-05)	-1,444.52
02/22/21	RET 0006	RETURNED ACH (ACH Ret 02-06)	-134.34
02/22/21	RET 0007	RETURNED ACH (ACH Ret 02-07)	-513.96
02/22/21	RET 0008	RETURNED ACH (ACH Ret 02-08)	-227.64
02/22/21	RET 0009	RETURNED ACH (ACH Ret 02-09)	-143.85
02/22/21	RET 0010	RETURNED ACH (ACH Ret 02-10)	-152.08
02/23/21	RET 0011	RETURNED ACH (ACH Ret 02-11)	-156.42
02/23/21	RET 0012	RETURNED ACH (ACH Ret 02-12)	-184.62
02/23/21	RET 0013	RETURNED ACH (ACH Ret 02-13)	-461.72
02/23/21	RET 0014	RETURNED ACH (ACH Ret 02-14)	-247.59
02/23/21	RET 0015	RETURNED ACH (ACH Ret 02-15)	-327.70
02/23/21	RET 0016	RETURNED ACH (ACH Ret 02-16)	-137.51
02/23/21	RET 0017	RETURNED ACH (ACH Ret 02-17)	-170.05
02/23/21	RET 0018	RETURNED ACH (ACH Ret 02-18)	-175.22
02/23/21	RET 0019	RETURNED ACH (ACH Ret 02-19)	-135.11
02/23/21	RET 0020	RETURNED ACH (ACH Ret 02-20)	-143.85
02/23/21	RET 0021	RETURNED ACH (ACH Ret 02-21)	-121.66
02/22/21	RET 0022	RETURNED CHECK (Ck Ret 02-01)	-150.00
02/25/21	RET 0023	RETURNED ACH (ACH Ret 02-22)	-305.51
02/03/21	ACH 1968	CalPERS - Retirement	-194.58
02/03/21	ACH 1969	CalPERS - Retirement	-686.08
02/04/21	ACH 1970	Colonial Life	-1,802.46
02/01/21	ACH 1971	CalPERS - Retirement	-194.58
02/01/21	ACH 1972	CalPERS - Retirement	-686.08
02/05/21	ACH 1973	CalPERS - Retirement	-6,259.58
02/05/21	ACH 1974	CalPERS - Retirement	-9,051.46
02/05/21	ACH 1975	CalPERS - Health Insurance	-22,007.97
02/02/21	ACH 1976	North American Bancard	-263.43
02/02/21	ACH 1977	North American Bancard	-723.93
02/03/21	ACH 1978	North American Bancard	-152.06
02/03/21	ACH 1979	North American Bancard	-992.69
02/03/21	ACH 1980	North American Bancard	-0.20
02/05/21	ACH 1981	American Express	-29.08
02/09/21	ACH 1982	iCloud	-2,540.45
02/12/21	ACH 1983	ADP	-2,083.26

Sunnyslope County Water District

Disbursement Summary

February 1, 2021 through February 28, 2021

Date	Num	Name	Amount
02/02/21	ACH 1984	BASIC Benefits LLC	-35.12
02/05/21	ACH 1985	Principal	-3,484.83
02/19/21	ACH 1986	BASIC Benefits LLC	-5.00
02/23/21	ACH 1987	BASIC Benefits LLC	-20.00
02/22/21	ACH 1988	CalPERS - Retirement	-6,227.37
02/26/21	ACH 1989	BASIC Benefits LLC	-110.00
02/22/21	ACH 1990	CalPERS - Retirement	-8,999.38
02/19/21	ACH 1991	CalPERS - Retirement	-23.08
02/19/21	ACH 1992	CalPERS - Retirement	-23.08
02/25/21	ACH 1993	ADP	-243.25
02/01/21	28811	Ace Hardware (Johnson Lumber Co.)	-238.51
02/01/21	28812	AT&T	-554.93
02/01/21	28813	Brenntag Pacific, Inc.	-17,132.07
02/01/21	28814	Brigantino Irrigation	-20.45
02/01/21	28815	Corbin Willits Systems, Inc. (MOM's)	-1,500.00
02/01/21	28816	De Lay & Laredo	-2,989.00
02/01/21	28817	Engineering News-Record (ENR)	-108.00
02/01/21	28818	Grainger, Inc.	-100.96
02/01/21	28819	Hach Company	-878.28
02/01/21	28820	Hollister Auto Parts, Inc.	-11.21
02/01/21	28821	Mission Uniform Service	-862.89
02/01/21	28822	Petty Cash	-22.83
02/01/21	28823	Quinn Company	-184.58
02/01/21	28824	Razzolink.com	-76.95
02/01/21	28825	Schaaf & Wheeler	-3,414.00
02/01/21	28826	Star Concrete	-45.89
02/01/21	28827	State Water Resources Control Board-DWPF	-25,165.80
02/01/21	28828	USA Blue Book	-336.02
02/01/21	28829	Veolia Water Technologies	-6,848.16
02/01/21	28830	Virtual Graffiti, Inc.	-992.19
02/01/21	28831	Bryan Mailey Electric, Inc	-2,193.52
02/01/21	28832	Brenntag Pacific, Inc.	-1,981.16
02/01/21	28833	Primex	-2,815.92
02/02/21	28834	UWUA Local 820	-784.72
02/08/21	28835	Chavez, Jr., Manuel T.	-100.51
02/08/21	28836	AT&T	-655.61
02/08/21	28837	Bracewell Engineering, Inc.	-56.00
02/08/21	28838	City of Hollister-Finance Dept	-372,749.07
02/08/21	28839	Community Printers, Inc.	-826.25
02/08/21	28840	Filmtec Corporation	-757.75
02/08/21	28841	Green Line	-2,280.00
02/08/21	28842	Nationwide Retirements Solutions	-15,615.62
02/08/21	28843	P G & E	-18,674.00

Sunnyslope County Water District

Disbursement Summary

February 1, 2021 through February 28, 2021

Date	Num	Name	Amount
02/08/21	28844	Postal Graphics	-1,050.94
02/08/21	28845	San Benito County Water District	-405.75
02/08/21	28846	Toro Petroleum Corp.	-1,328.18
02/08/21	28847	U.S. Bank Corporate Payment Systems	-1,652.71
02/08/21	28848	exceedio	-5,141.98
02/08/21	28849	Recology San Benito County	-299.75
02/16/21	28850	ACC Business	-535.22
02/16/21	28851	Brenntag Pacific, Inc.	-5,334.75
02/16/21	28852	Central Ag Supply LLC	-218.39
02/16/21	28853	EBCO Pest Control	-60.00
02/16/21	28854	Staples Advantage	-309.85
02/16/21	28855	State Water Resources Control Board-DWOCP	-60.00
02/16/21	28856	Trans Union LLC	-161.08
02/22/21	28857	A-1 Services	-403.00
02/22/21	28858	Anne Muraski	-18,975.00
02/22/21	28859	Auto Tech Service Center, Inc.	-1,700.00
02/22/21	28860	Brenntag Pacific, Inc.	-5,301.92
02/22/21	28861	Central Ag Supply LLC	-397.45
02/22/21	28862	CWEA Membership- TCP	-180.00
02/22/21	28863	De Lay & Laredo	-3,943.00
02/22/21	28864	ERA Safety Solutions LLC	-174.80
02/22/21	28865	Fastenal Company	-8.45
02/22/21	28866	Filmtec Corporation	-129.90
02/22/21	28867	Hach Company	-1,082.31
02/22/21	28868	Konica Minolta Premier Finance	-416.76
02/22/21	28869	Monterey Signs, Inc.	-393.30
02/22/21	28870	Nationwide Retirements Solutions	-7,807.81
02/22/21	28871	San Benito County Water District	-343,127.83
02/22/21	28872	Staples Advantage	-132.40
02/22/21	28873	State Water Resources Control Board-DWOCP	-90.00
02/22/21	28874	Toro Petroleum Corp.	-1,305.51
02/22/21	28875	Transene Company Inc (Shape Products)	-148.65
02/22/21	28876	Wright Bros. Welding & Sheet Metal, Inc.	-74.17
02/22/21	28877	CWEA Membership- TCP	-360.00
02/22/21	28878	CWEA Membership- TCP	-420.00
			\$ -1,122,382.61

SUMMARY:

Accounts Payable Paid to:

Vendors	\$ 502,092.65
Payroll - Employee	241,495.86
City of Hollister for City Billing Collected, Net of Fees	372,749.07
Customer Refunds & Returned Checks/ACH	6,045.03
Total Disbursements	\$ 1,122,382.61

Staff Report

Agenda Item: **H-3**

DATE: March 10, 2021 (March 16, 2021 Meeting)

TO: Board of Directors

FROM: Associate Engineer, Rob Hillebrecht

SUBJECT: Associate Engineer Monthly Status Report

CCTV Inspection Project Bid Opening

Sunnyslope received bids from 6 potential contractors on February 25 for the CCTV Inspection Project. Each bid was analyzed and evaluated by Staff. The lowest responsible bidder was Able Septic Tank and recommendation for bid award is before the Board this month. This project is anticipated to commence in late spring.

Landscape Irrigation System Project

Schaaf & Wheeler continue to work on the design and modeling of the Landscape Irrigation System. The Well 5 site has been surveyed and geotechnical borings are being analyzed. The modeling effort will ensure that pipes, pressure tanks, and valves are adequately sized for the final projected build-out.

Urban Water Management Plan & Hollister Urban Area Master Plan

Staff have met with SBCWD to discuss long-term water supply strategies and opportunities. One proposed option was to consider requiring new developments to double-plumb future residential units for irrigation specific and potable specific connections. Through double plumbing the exterior landscape irrigation water could be supplied primarily with well water through the Landscape Irrigation System Project. This would preserve more surface water for interior domestic use. Staff analyzed the potential impact double plumbing could have on water supply through 2040. The landscape irrigation demand is estimated to be as much as 950 acre-feet per year by 2040. These concepts will be refined through an update to the HUAMP.

Santana Ranch Development

The Santana Ranch Development has continued to install water mains in Santana Ranch Dr. and

the extension of Hillcrest Rd. east of Fairview. They have also installed the water services for the new park between the school and CalFire station. Plans for their next phase (Phase 8) were approved and signed. Construction of new homes in their Phase 6 continues as they address final punch list items on the water system.

Cerro Verde Development

The Cerro Verde Development at El Cerro Dr. and Sawtooth Dr. has completed their water system. Sunnyslope has approved and accepted ownership of the development water system. The District maintains a one-year warrantee from the developer for the water system. Meters have already been set for most lots in the development.

Roberts Ranch Development

A leak was discovered at the tie-in point between Roberts Ranch and Cielo Vista. The developer was immediately contacted, and the leak was isolated without shutting off any customers. The contractor repaired the leak within 3 days and the pipes were thoroughly chlorinated and flushed.

Sewer Overflow Emergency Response Plan

In response to a sewer overflow incident on Superbowl Sunday, Staff have evaluated and revised the Sewer Overflow Emergency Response Plan. Multiple adjustments and clarifications were made to the plan based off multiple discussions with staff of every level. Several of the changes are already being implemented by staff.

Annual Emergency Response Plan & Operation Procedures Training

Staff conducted the annual Emergency Response Training with all the Water/Wastewater Utility Maintenance staff. Each staff member updated their manual with any changes or modifications that have been made since last year. The standard procedures for various regular and emergency operations were discussed with ideas and input being taken from staff for future improvements.

Staff Report

Agenda Item: **H – 4**

DATE: March 10, 2021 (March 16, 2021 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Travis Foster

SUBJECT: Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.

b. OPERATION SUMMARY

(February 2021)

We received eight (8) water capacity fees and zero (0) wastewater capacity fees in February 2021, compared to zero (0) water capacity fees and one (1) wastewater capacity fee received in the previous year. Summary Table of February and YTD presented below.

Comparison of Capacity Fees Received for the Current Month & Year to Date							
Item	FEB. 2021	JAN. 2021	FEB. 2020	Increase / (Decrease) from Prior Year (PY)	YTD TOTALS Current Fiscal Year	YTD TOTALS Prior Fiscal Year	Increase / (Decrease) from Prior Year (PY)
NO. WATER CAPACITY FEE RECD	8	47	7	1	176	214	(38)
NO. WW CAPACITY FEE RECD	-	-	1	(1)	-	1	(1)

The table below presents the changes from prior month (PM) and the prior year (PY).

Summary of Changes in Customer Accounts					
Account Types	FEB. 2021	JAN. 2021	FEB. 2020	Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,623	6,588	6,383	35	240
NO. SSCWD SEWER ACCTS	1,239	1,238	1,236	1	3
NO. AUTO PAY CUSTOMERS	402	2,705	2,727	(2,303)	(2,325)

++ PM = Prior Month

+ PY = Prior Year

On January 19, 2021, the District began the implementation of WaterSmart and Invoice Cloud for our customers. In addition to the modern customer interface providing in depth water use data, the platform also provides some additional tools and analytics for the acceptance of payments presented below:

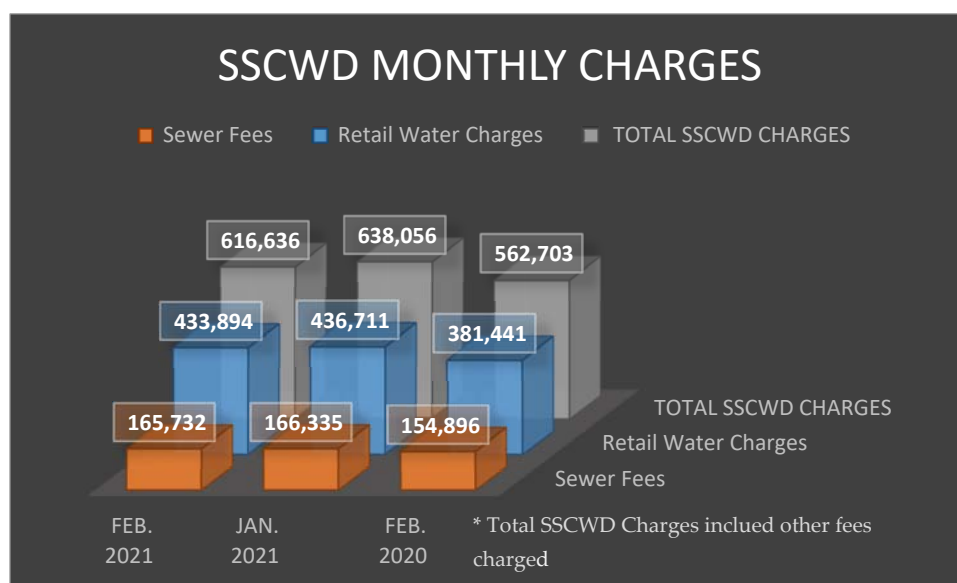
Water Smart / Invoice Cloud Payments	FEB. 2021	JAN. 2021
Auto Pay	2,274	-
Biller Portal	34	
Customer Portal Payments	485	394
Express Payments	110	2
Interactive Voice Response (IVR)	42	5
Mobile Express Payments	115	2
Pay By Text	13	-
Scheduled Payment	11	4
Shopping Cart	394	166
Total	3,478	573
NO. E-BILL Invoice Cloud (Paperless)	838	858

The District's Account Technicians continue to do a marvelous job introducing the new portal to our customers and assisting with taking payments over the phone. It is important to note the account technicians are diligently handling system conversion instances that are challenging.

- Auto-Pay processed in Invoice Cloud began in February 2021 with 2,274 customers.
- Our account technicians assisted with 34 payments in the Biller Portal.
- Our customers made 485 payments in the Customer Portal.
- 110 Express Payments represent the number of payments taken where the customer used the pay-by-email feature (where the customer is not required to log into their account).
- We had 42 customers utilize the Interactive Voice Response (IVR) payment system, which is a voice response or telephone keypad system.
- We saw 13 payments made using the Pay by Text feature.
- We had 115 customers use Mobile Express, which are payments taken by text messaging.
- Eleven (11) customers logged in to schedule payments.
- We had 394 Shopping Cart payments, which is how our account technicians use the portal to take customer deposits and other fees paid over the phone.

Finally, our E-Bill customers totaled 838 in February 2021.

The following chart shows the comparison of Retail Water, Sewer and Total Charges:



The table below summarizes February 2021 Monthly Charges by type compared to January 2020 and February 2020, respectively.

SSCWD Monthly Charges Comparison							
MONTHLY CHARGES	FEB. 2021	JAN. 2021	FEB. 2020	Δ from PM ++	Δ from PY *	% increase PM ++	% increase PY *
Retail Water Charges	433,894	436,711	381,441	(2,818)	52,452	-0.6%	13.8%
Sewer Fees	165,732	166,335	154,896	(603)	10,836	-0.4%	7.0%
Installation Fees	3,240	20,935	3,140	(17,695)	100	-84.5%	3.2%
Late Fees	-	-	4,980	-	(4,980)	N/A	-100.0%
Admin. Collection Fees, net	150	20	4,770	130	(4,620)	650.0%	-96.9%
COH Billing Fees	12,789	12,720	12,036	69	753	0.5%	6.3%
Other Misc. Fees	832	1,335	1,440	(504)	(609)	-37.7%	-42.3%
TOTAL SSCWD CHARGES	616,636	638,056	562,703	(21,420)	53,933	-3.4%	9.6%

++ PM = Prior Month

+ PY = Prior Year

Water sales revenue of \$433,894 for February 2021, is down \$2,818 (or -.6%) compared to last month and is up \$52,452 (or 13.8%) compared to February 2020. Sewer fee revenue of \$165,732 for February 2021, is consistent to last month, and is up \$10,836 (or 7%) compared to February 2020. Total SSCWD Charges of \$616,636 are down \$21,420 from January and up \$53,933 from February 2020.

Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. During February 2021, we have collected \$3,240 for 8 water capacity fees, compared to \$20,935 in January 2021 and \$3,140 in February 2020, resulting in a decrease of \$17,695 (or -84.5%) from last month and an increase of \$100 from prior year (or 3.2%).

For the first month of fiscal year 2020/21, compared the same period last fiscal year:

- Late fee revenue of \$0 is down \$4,980 from February 2020.
- Administrative collection fees are down \$4,620 from February 2020.
- Net billing fees from the City of Hollister of \$12,789 is up \$753 from February 2020; and
- Other miscellaneous fees of \$832 is down \$609 from February 2020.

Water sold to customers for February 2021 totals 44.1 million gallons compared to 44.4 million gallons last month and 35.5 million gallons in February of 2020. This represents a decrease of .3 million gallons sold to customers (or -.7%) over last month which is consistent with our winter use expectation, and an increase of 8.6 million gallons (or 24.1%) over February 2020.

The past due percentage of accounts receivable due from all customers for February 2021 is 15.2% compared to February 2020 of 6.78%. The past due percentage has increased from 13.55% in January 2021. The inability to charge late fees or shut off water for non-payment due to the pandemic continues to drive the increase in the past due balances. The certified letters requesting customers to contact our office prior to the filing of a lien have gone out. Several customers have called in to pay down balances. We would expect the past due balance to start reducing as a result over the next few months.

c. STATEMENT OF INCOME

(January 2021)

Discussion:

For January 2020, Water operations shows Net Operating Loss of \$53,750 and Net Income of \$602,881. Wastewater operations resulted in Net Operating Income of \$29,992 and Net Income of \$12,209. When combining Water and Wastewater, net income of \$615,090 is down \$95,642 from the prior month. The total in Combined Water and Wastewater Loss - Adjusted for Non-Budgeted Items is \$49,453 for the month of January. Year-to-Date (YTD) Combined Income Adjusted for Non-Budgeted Items is \$254,347, which is attributable to timing of Water Revenue Sales for higher consumption months from July to January.

Further discussion of operating results will be presented in the Mid-Year Budget review this month.

d. INVESTMENT SUMMARY(February 28th, 2021)

Our total cash and invested funds are \$15,060,824 as of February 28, 2021, and is up \$191,382, compared to last month. The increase is attributable to \$198,800 in Capacity Fees received in February 2021. Compared to February 2020, our total cash and invested funds is up \$3,653,965 or 32%. The increase in cash and invested funds from prior year is due primarily to the \$1.085 million dollar funding to CALPERS for the unfunded liability in August of 2019, which decreased the cash position in the prior year. This decrease has been offset by Capacity Fees collected since that funding. The District's invested funds at February 28th are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$7,012,631 invested in LAIF, and \$1,063,517 invested in the MMA. The remaining balance of \$6,984,676 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$56,567, which represents eight months of interest on the MMA, and quarterly interest from LAIF that posted in July, October and December.

e. BOARD DESIGNATED RESERVES(February 28th, 2021)

Attachment e. of the Finance Manager's report provides a summary of the Board Designated Reserve Balances as of February 28, 2021.

Sunnyslope County Water District

2020 / 2021
OPERATION SUMMARY (This Year)

ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	DEC. 2020	JAN. 2021	FEB. 2021	TOTALS
NO. WATER CAPACITY FEE RECD	20	18	22	7	24	30	47	8	176
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-	-	-
NO. WATER ACCOUNTS	6,467	6,481	6,501	6,517	6,539	6,580	6,588	6,623	
NO. SSCWD SEWER ACCTS	1,238	1,236	1,237	1,236	1,240	1,239	1,238	1,239	
NO. COH SEWER ACCTS	4,074	4,080	4,112	4,134	4,156	4,200	4,221	4,249	
NO. AUTO PAY CUSTOMERS	2,826	2,844	2,850	2,876	2,910	2,941	2,705	402	
NO. E-BILL CUST'S (Paperless)	478	485	484	497	500	513	-	-	
WaterSmart / Invoice Cloud									
Auto Pay							-	2,274	
Billor Portal							-	34	
Customer Portal							394	485	
Express Payments							2	110	
IVR							5	42	
Mobile Express Payments							2	115	
Pay By Text							-	13	
Scheduled Payment							4	11	
Shopping Cart							166	394	
Total							573	3,478	
NO. E-BILL Invoice Cloud (Paperless)							838	858	
MONTHLY CHARGES									
Retail Water Charges	\$ 775,775.29	\$ 857,815.88	\$ 716,737.28	661,016.53	657,443.72	\$ 495,095.19	\$ 436,711.35	\$ 433,893.64	\$ 5,034,488.88
Sewer Fees	165,460.51	166,607.09	165,218.43	165,314.20	167,157.77	166,630.76	166,334.67	165,731.92	1,328,455.35
Installation Fees	8,100.00	7,290.00	8,910.00	2,835.00	11,365.00	12,150.00	20,935.00	3,240.00	74,825.00
Late Fees	-	-	-	-	-	-	-	-	-
Admin. Collection Fees, net	590.00	(40.00)	90.00	60.00	50.00	160.00	20.00	150.00	1,080.00
COH Billing Fees	12,342.00	12,354.00	12,438.00	12,513.00	12,585.00	12,657.00	12,720.00	12,789.00	100,398.00
Other Misc. Fees	800.00	1,222.80	944.13	1,270.00	1,140.00	1,437.40	1,335.00	831.50	8,980.83
TOTAL SSCWD CHARGES	\$ 963,067.80	\$ 1,045,249.77	\$ 904,337.84	\$ 843,008.73	\$ 849,741.49	\$ 688,130.35	\$ 638,056.02	\$ 616,636.06	\$ 6,548,228.06
CITY OF HOLLISTER CHARGES									
COH Sewer Fees	370,300.30	370,936.59	372,723.96	374,670.26	376,999.71	379,346.85	381,658.65	383,742.02	\$ 3,010,378.34
COH Street Sweeping	10,050.24	10,046.16	10,066.00	10,066.00	10,084.96	10,078.88	10,079.60	10,084.88	80,556.72
COH Senior Discount	(1,326.60)	(1,346.70)	(1,386.90)	(1,377.52)	(1,357.42)	(1,346.70)	(1,366.80)	(1,366.80)	(10,875.44)
Total COH Charges	379,023.94	379,636.05	381,403.06	383,358.74	385,727.25	388,079.03	390,371.45	392,460.10	3,080,059.62
Late Fees **	-	-	-	-	-	-	-	-	-
TOTAL COH CHARGES	\$ 379,023.94	\$ 379,636.05	\$ 381,403.06	\$ 383,358.74	\$ 385,727.25	\$ 388,079.03	\$ 390,371.45	\$ 392,460.10	\$ 3,080,059.62

Sunnyslope County Water District

2020 / 2021
OPERATION SUMMARY (This Year)

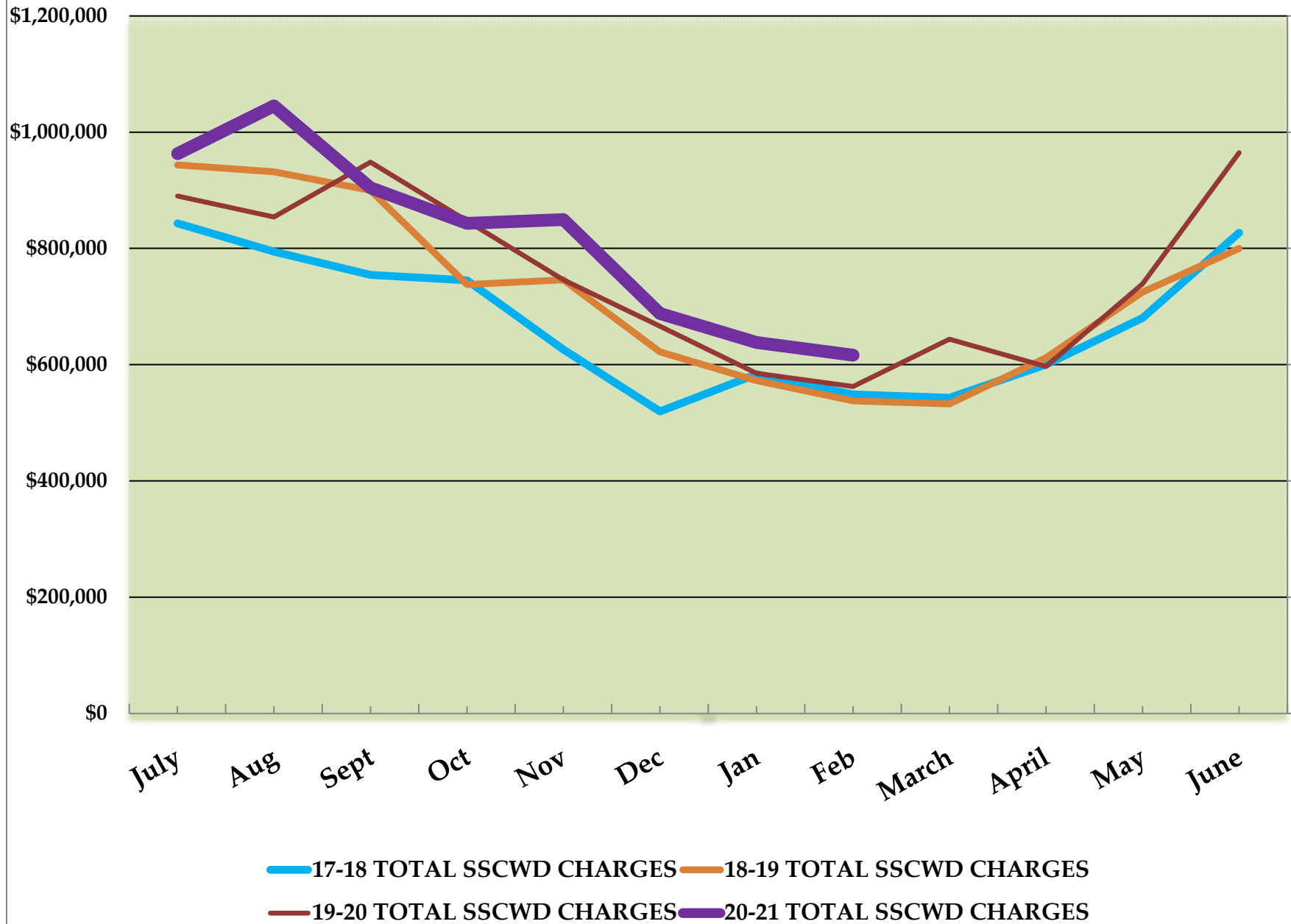
ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	DEC. 2020	JAN. 2021	FEB. 2021	TOTALS
ACCOUNTS RECEIVABLE - Aged									
A/R for Sunnyslope Water **	\$ 984,619.71	\$ 1,055,071.44	\$ 938,523.95	\$ 880,387.53	\$ 885,094.32	\$ 732,864.00	\$ 662,587.13	\$ 674,350.39	
A/R for City of Hollister **	400,737.12	407,000.53	414,089.95	416,549.82	427,531.75	427,962.91	435,823.82	447,012.64	
Outstanding Bills Owed	\$ 1,385,356.83	\$ 1,462,071.97	\$ 1,352,613.90	\$ 1,296,937.35	\$ 1,312,626.07	\$ 1,160,826.91	\$ 1,098,410.95	\$ 1,121,363.03	
Past Due	\$ 102,610.08	\$ 106,279.41	\$ 129,429.45	\$ 131,871.32	\$ 142,112.24	\$ 155,515.03	\$ 148,859.86	\$ 170,637.94	
% Past Due	7.41%	7.27%	9.57%	10.17%	10.83%	13.40%	13.55%	15.22%	

WATER METERED									
Cubic Feet	12,877,300	15,080,000	11,830,300	10,688,700	10,624,000	7,223,600	5,935,000	5,892,800	80,151,700
SSCWD Gallons	96,322,204	112,798,400	88,490,644	79,951,476	79,467,520	54,032,528	44,393,800	44,078,144	599,534,716
Well Flow to COH Gallons	7,175,800	8,344,900	6,093,400	10,967,500	9,415,100	4,290,900	2,834,600	3,318,200	52,440,400
Surface Flow to COH Gallons	13,631,701	16,782,127	16,193,640	8,394,805	9,744,589	7,419,646	5,611,541	5,661,508	83,439,557
TOTAL METERED	117,129,705	137,925,427	110,777,684	99,313,781	98,627,209	65,743,074	52,839,941	53,057,852	735,414,673

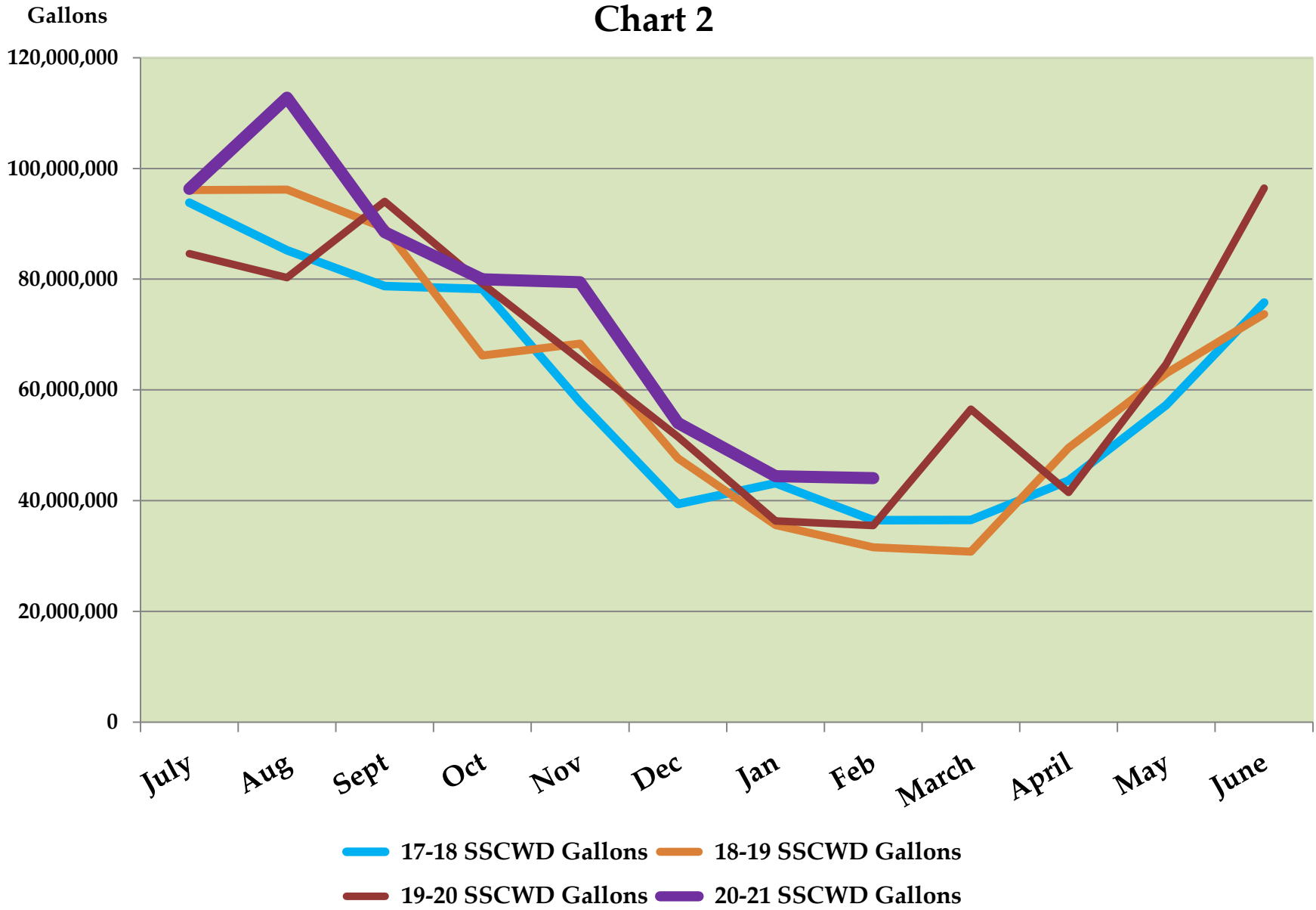
WATER SOURCE									
Well #2 (Southside Road)	-	-	-	4,356,000	3,309,000	1,168,000	1,173,000	1,037,000	11,043,000
Well #5 (Ray Cir/Enterprise)	1,795,134	5,029,002	3,308,269	7,938,403	4,692,185	1,640,357	1,246,643	1,558,735	27,208,728
Well #7 (Enterprise Rd)	5,079,729	6,184,298	3,257,530	7,844,228	5,163,825	1,856,022	1,214,524	1,408,842	32,008,998
Well #8 (Ridgemark)	7,968,000	14,471,000	11,478,000	18,943,000	15,318,000	6,672,000	3,973,000	3,780,000	82,603,000
Well #11 (Southside Road)	13,629,000	14,204,000	7,455,000	16,810,000	12,949,000	4,304,000	3,344,000	4,077,000	76,772,000
Wells	28,471,863	39,888,300	25,498,799	55,891,631	41,432,010	15,640,379	10,951,167	11,861,577	229,635,726
Lessalt W.T.P. I (High Zone)	31,279,000	22,009,000	22,259,000	7,894,000	18,247,000	22,262,000	22,328,000	23,108,000	169,386,000
Lessalt W.T.P. I (Middle Zone)	18,046,000	13,187,000	12,644,000	4,630,000	9,048,060	10,469,000	10,618,000	11,153,000	89,795,060
West Hills W.T.P. (@ Well #2)	21,206,000	30,249,000	27,545,000	15,364,000	16,157,000	10,888,000	12,984,000	12,522,000	146,915,000
West Hills W.T.P. (@ Well #11)	21,244,000	30,303,000	27,485,000	16,027,400	16,715,600	11,174,000	649,000	298,000	123,896,000
City Well Flow to SSCWD Gallons	343,400	431,000	274,000	754,300	554,800	216,500	183,400	199,700	2,957,100
City Surface Flow to SSCWD Gallons	549,400	1,180,700	549,000	532,900	525,000	358,600	434,300	348,500	4,478,400
TOTAL PUMPED	121,139,663	137,248,000	116,254,799	101,094,231	102,679,470	71,008,479	58,147,867	59,490,777	767,063,286

Estimated Water Loss	4,009,958	-	5,477,115	1,780,450	4,052,261	5,265,405	5,307,926	6,432,925	32,326,040
Water Loss %	3.310%	0.000%	4.711%	1.761%	3.947%	7.415%	9.128%	10.813%	4.214%
Estimated Water Gain	-	677,427	-	-	-	-	-	-	677,427
Water Gain %	0.000%	0.491%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.092%
Total Net Water Loss									31,648,613

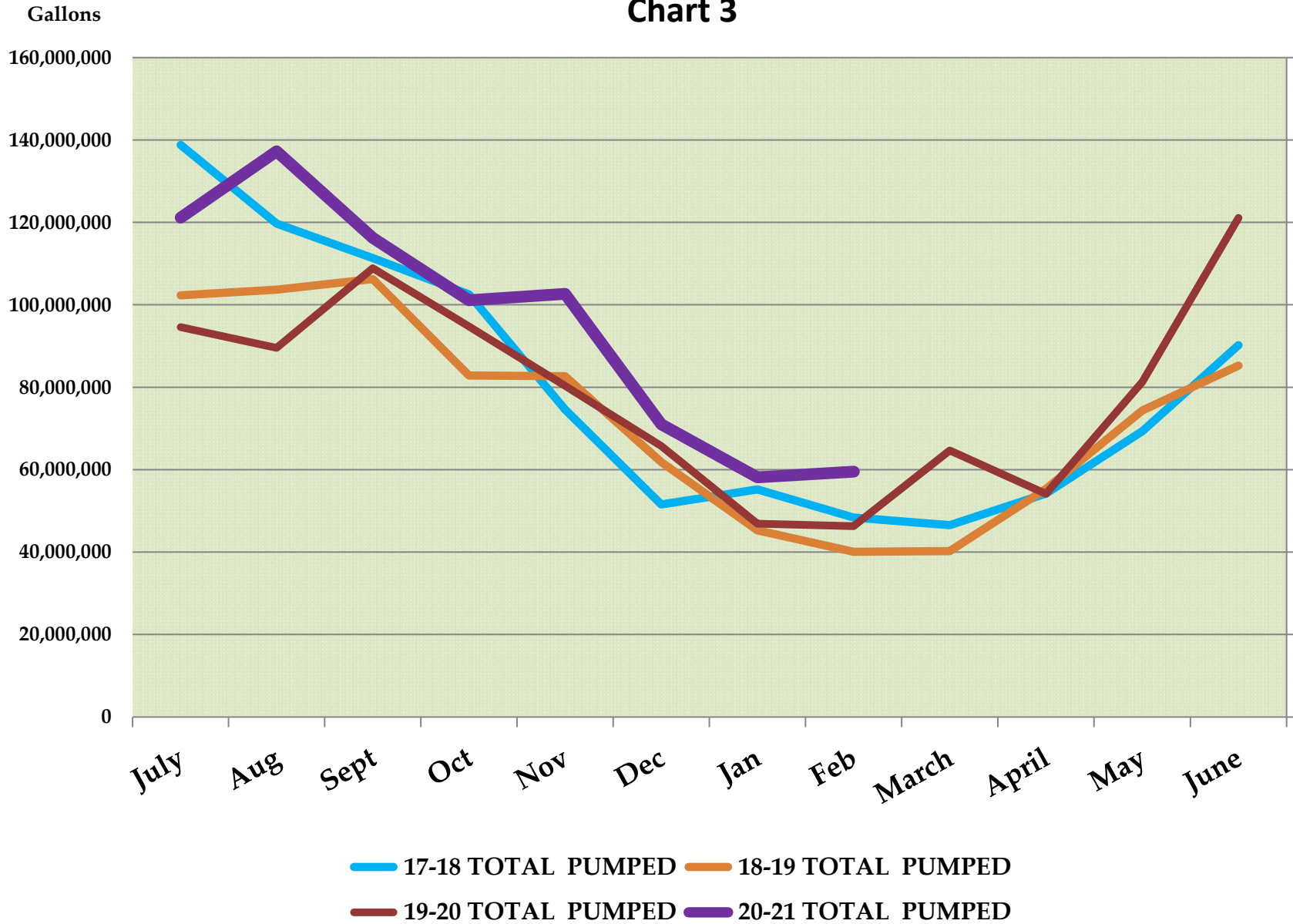
Total SSCWD Charges Chart 1



Total Water Metered to SSCWD Customers Chart 2



Total Water Pumped into SSCWD System Chart 3



Sunnyslope County Water District
2019 / 2020 OPERATION SUMMARY (Last Year)

ITEMS	JULY 2019	AUG. 2019	SEPT. 2019	OCT. 2019	NOV. 2019	DEC. 2019	JAN. 2020	FEB. 2020	TOTALS
NO. WATER CAPACITY FEE RECD	48	21	6	31	3	40	58	7	214
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-	1	1
NO. WATER ACCOUNTS	6,177	6,173	6,216	6,251	6,249	6,299	6,326	6,383	
NO. SSCWD SEWER ACCTS	1,236	1,229	1,231	1,234	1,231	1,238	1,233	1,236	
NO. COH SEWER ACCTS	3,894	3,908	3,918	3,934	3,943	3,976	3,987	3,993	
NO. AUTO PAY CUSTOMERS	2,532	2,554	2,583	2,614	2,640	2,680	2,697	2,727	
NO. E-BILL CUST'S (Paperless)	414	415	418	419	419	443	445	456	
MONTHLY CHARGES									
Retail Water Charges	\$ 688,956.76	\$ 664,349.80	\$ 763,824.51	\$ 650,433.88	\$ 564,057.50	\$ 470,813.87	\$ 382,018.49	\$ 381,441.31	\$ 4,565,896.12
Sewer Fees	157,302.64	156,881.63	158,263.24	156,538.89	155,056.98	155,284.36	154,935.68	154,896.02	1,249,159.44
Installation Fees	19,440.00	8,505.00	2,905.00	12,555.00	2,165.00	16,200.00	23,770.00	3,140.00	88,680.00
Late Fees	6,035.78	6,874.90	5,767.63	8,705.27	5,888.26	4,946.50	6,229.55	4,979.51	49,427.40
Admin. Collection Fees, net	4,570.00	4,620.00	4,380.00	5,670.00	4,770.00	4,220.00	4,970.00	4,770.00	37,970.00
COH Billing Fees	11,772.00	11,808.00	11,832.00	11,886.00	11,928.00	12,036.00	12,012.00	12,036.00	95,310.00
Other Misc. Fees	2,122.44	1,150.00	1,558.06	1,530.97	1,910.00	2,720.26	1,090.00	1,440.00	13,521.73
TOTAL SSCWD CHARGES	\$ 890,199.62	\$ 854,189.33	\$ 948,530.44	\$ 847,320.01	\$ 745,775.74	\$ 666,220.99	\$ 585,025.72	\$ 562,702.84	\$ 6,099,964.69
CITY OF HOLLISTER CHARGES									
COH Sewer Fees	355,606.65	356,261.47	357,638.25	358,335.93	359,570.77	361,910.42	363,332.26	363,138.25	\$ 2,875,794.00
COH Street Sweeping	9,979.44	10,002.72	10,009.04	10,016.00	10,011.60	10,016.88	10,018.00	10,016.00	80,069.68
COH Senior Discount	(1,266.30)	(1,286.40)	(1,286.40)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(10,371.60)
Total COH Charges	364,319.79	364,977.79	366,360.89	367,045.43	368,275.87	370,620.80	372,043.76	371,847.75	2,945,492.08
Late Fees **	2,197.37	2,381.54	2,295.90	3,001.71	2,645.67	2,246.47	2,562.13	2,429.51	19,760.30
TOTAL COH CHARGES	\$ 366,517.16	\$ 367,359.33	\$ 368,656.79	\$ 370,047.14	\$ 370,921.54	\$ 372,867.27	\$ 374,605.89	\$ 374,277.26	\$ 2,965,252.38
ACCOUNTS RECEIVABLE - Aged									
A/R for Sunnyslope Water **	\$ 859,026.24	\$ 850,372.33	\$ 946,025.25	\$ 846,206.64	\$ 746,581.49	\$ 640,479.97	\$ 549,845.07	\$ 551,268.57	
A/R for City of Hollister **	375,487.33	376,943.14	381,328.24	381,641.56	382,968.97	383,681.47	380,403.26	381,675.77	
Outstanding Bills Owed	\$ 1,234,513.57	\$ 1,227,315.47	\$ 1,327,353.49	\$ 1,227,848.20	\$ 1,129,550.46	\$ 1,024,161.44	\$ 930,248.33	\$ 932,944.34	
Past Due	\$ 66,210.33	\$ 78,640.60	\$ 74,898.49	\$ 82,273.00	\$ 80,337.22	\$ 65,347.93	\$ 58,629.83	\$ 63,232.87	
% Past Due	5.36%	6.41%	5.64%	6.70%	7.11%	6.38%	6.30%	6.78%	
WATER METERED									
Cubic Feet	11,311,500	10,732,100	12,570,200	10,586,100	8,744,700	6,891,400	4,856,500	4,747,600	70,440,100
SSCWD Gallons	84,610,020	80,276,108	94,025,096	79,184,028	65,410,356	51,547,672	36,326,620	35,512,048	526,891,948
Well Flow to COH Gallons	4,175,000	3,944,400	5,017,200	3,907,900	4,694,400	3,273,400	5,832,700	5,075,900	35,920,900
Surface Flow to COH Gallons	2,383,587	2,023,805	3,296,235	6,799,685	7,605,915	7,707,484	4,095,140	4,298,538	38,210,389
TOTAL METERED	91,168,607	86,244,313	102,338,531	89,891,613	77,710,671	62,528,556	46,254,460	44,886,486	601,023,237
WATER SOURCE									
Well #2 (Southside Road)	-	-	99,000	1,358,000	911,000	905,000	1,938,000	902,000	6,113,000
Well #5 (Ray Cir/Enterprise)	541,499	1,001,356	1,473,160	915,059	702,094	517,201	8,288,434	2,154,146	15,592,949
Well #7 (Enterprise Rd)	4,301,929	4,453,091	7,279,333	1,246,088	2,022,759	984,809	2,039,192	2,089,321	24,416,522
Well #8 (Ridgemark)	581,000	520,000	661,000	625,000	517,000	608,000	1,873,000	1,117,000	6,502,000
Well #11 (Southside Road)	18,105,000	17,214,000	17,732,000	4,414,000	5,384,000	2,502,000	7,938,000	4,901,000	78,190,000
Wells	23,529,428	23,188,447	27,244,493	8,558,147	9,536,853	5,517,010	22,076,626	11,163,467	130,814,471
Lessalt W.T.P. I (High Zone)	35,817,000	34,171,000	40,229,000	32,184,000	27,999,000	21,962,000	11,668,000	19,582,000	223,612,000
Lessalt W.T.P. I (Middle Zone)	20,436,000	17,471,000	23,105,000	23,455,000	19,230,000	15,100,000	7,991,000	11,484,000	138,272,000
West Hills W.T.P. (@ Well #2)	-	-	1,510,000	12,421,000	10,892,000	9,695,000	2,286,000	1,656,000	38,460,000
West Hills W.T.P. (@ Well #11)	-	-	1,430,000	13,087,000	11,043,000	10,935,000	2,389,000	2,086,000	40,970,000
City Well Flow to SSCWD Gallons	8,137,300	8,446,900	9,797,000	3,809,800	1,089,100	565,300	290,600	122,400	32,258,400
City Surface Flow to SSCWD Gallons	6,638,100	6,272,600	5,583,900	1,216,900	545,500	1,946,800	199,600	194,900	22,598,300
TOTAL PUMPED	94,557,828	89,549,947	108,899,393	94,731,847	80,335,453	65,721,110	46,900,826	46,288,767	626,985,171
Estimated Water Loss	3,389,221	3,305,634	6,560,862	4,840,234	2,624,782	3,192,554	646,366	1,402,281	25,961,934
Water Loss %	3.584%	3.691%	6.026%	5.109%	3.267%	4.858%	1.378%	3.029%	4.141%
Estimated Water Gain	-	-	-	-	-	-	-	-	-
Water Gain %	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Total Net Water Loss	-	-	-	-	-	-	-	-	25,961,934

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)
UN-AUDITED 3/12/2021

*** WATER ***	Dec-20	Jan-21	Variance Over / (Under) Prior Month	Dec-19	Jan-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Water Sales	502,511	435,052	(67,459)	468,509	382,681	52,371	4,599,092	6,684,158	6,600,000
Contracted Services	220,953	220,953	-	195,650	195,650	25,303	1,546,671	2,651,436	2,651,436
Installation Fees	12,150	20,935	8,785	16,200	23,770	(2,835)	71,585	122,717	80,000
Late Fees	-	-	-	3,957	4,984	(4,984)	-	-	52,000
Other Revenue	10,921	11,148	227	15,320	14,412	(3,264)	75,778	178,747	183,280
TOTAL OPERATING REVENUES	746,534	688,088	(58,447)	699,636	621,497	66,591	6,293,126	9,637,058	9,566,716
OPERATING EXPENSES									
Salaries and Benefits	(180,893)	(113,248)	(67,645)	(207,774)	(188,585)	(75,337)	(1,158,291)	(1,985,641)	(2,758,280)
Operating Expenses	(769,992)	(628,590)	(141,402)	(492,027)	(516,129)	112,461	(5,098,647)	(8,740,538)	(7,992,405)
TOTAL OPERATING EXPENSES	(950,885)	(741,838)	(209,047)	(699,801)	(704,714)	37,124	(6,256,938)	(10,726,179)	(10,750,685)
NET OPERATING INCOME	(204,351)	(53,750)	150,600	(165)	(83,217)	29,467	36,188	(1,089,121)	(1,183,969)
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	351,000	653,200	302,200	440,000	649,075	4,125	2,139,100	2,139,100	-
Donated Asset	571,375	-	(571,375)	-	-	-	571,375	979,500	-
Miscellaneous Income (Farm Labor Camp)	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(34,956)	(34,956)	-
Interest Income	-	5,974	(5,974)	-	11,070	(5,096)	23,087	23,087	-
Allocated from G & A (Interest & Sale of Assets)	(46)	4,296	4,342	738	15,857	(11,561)	10,448	10,448	-
Debt Service (Loan Expense) & Disposal of Assets	(26,773)	(6,838)	19,935	-	-	(6,838)	(48,948)	(82,000)	(82,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	895,555	656,631	(238,924)	440,738	676,002	(19,371)	2,660,107	3,035,180	(82,000)
NET WATER INCOME (LOSS)	\$ 691,205	\$ 602,881	\$ (88,324)	\$ 440,573	\$ 592,785	\$ 10,096	\$ 2,696,296	\$ 1,946,059	\$ (1,265,969)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items									
	\$ (231,124)	\$ (60,588)	\$ 170,536	\$ (165)	\$ (83,217)	\$ 22,629	\$ (12,760)	\$ (1,171,121)	\$ (1,265,969)

Sunnyslope County Water District

STATEMENT OF INCOME

FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)

UN-AUDITED 3/12/2021

*** WASTEWATER ***	Dec-20	Jan-21	Variance Over / (Under) Prior Month	Dec-19	Jan-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Sewer Sales	166,631	166,335	(296)	155,285	154,936	11,399	1,167,633	1,921,657	1,900,000
Installation Fees	-	-	-	-	-	-	-	-	50
Late Fees	-	-	-	989	1,246	(1,246)	-	-	13,000
Other Revenue	2,730	2,741	11	3,704	3,609	(868)	18,707	32,070	44,820
TOTAL OPERATING REVENUES	169,360	169,075	(285)	159,978	159,791	9,284	1,186,341	1,953,727	1,957,870
OPERATING EXPENSES									
Salaries and Benefits	(48,219)	(77,779)	29,560	(43,605)	(36,612)	41,167	(348,725)	(597,814)	(549,848)
Operating Expenses	(73,059)	(61,305)	(11,754)	(51,741)	(49,839)	11,466	(436,368)	(748,060)	(698,150)
TOTAL OPERATING EXPENSES	(121,278)	(139,084)	17,805	(95,346)	(86,451)	52,633	(785,093)	(1,345,874)	(1,247,998)
NET OPERATING INCOME	48,082	29,992	(18,090)	64,632	73,340	(43,348)	401,248	607,853	709,872
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(8,739)	-	-
Interest Income	-	-	-	-	-	-	73	73	-
Allocated from G & A (Interest & Sale of Assets)	(12)	1,074	1,085	185	3,964	(2,890)	2,342	2,342	-
Debt Service (Loan Expense) & Southside Rd. Slide	(28,543)	(18,856)	(9,687)	(663)	(995)	(17,861)	(134,141)	(255,800)	(255,800)
TOTAL NON OPERATING INCOME & (EXPENSES)	(28,555)	(17,783)	(8,601)	(478)	2,969	(20,752)	(140,466)	(253,385)	(255,800)
NET WASTEWATER INCOME (LOSS)	\$ 19,527	\$ 12,209	(7,318)	64,154	76,309	(64,100)	260,782	354,468	454,072
NET WASTEWATER INCOME (LOSS)									
<i>Adjusted for Non Budgeted Items</i>	\$ 19,539	\$ 11,135	\$ (8,404)	\$ 63,969	\$ 72,345	\$ (61,210)	\$ 267,106	\$ 352,053	\$ 454,072

*** WATER & WASTEWATER ***	Dec-20	Jan-21	Variance Over / (Under) Prior Year	Dec-19	Jan-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
*** COMBINED INCOME (LOSS) WATER & WASTEWATER ***	\$ 710,732	\$ 615,090	(95,642)	504,727	669,094	(54,004)	2,957,078	2,300,527	(811,897)
*** COMBINED INCOME (LOSS) WATER & WASTEWATER	\$ (211,585)	\$ (49,453)	\$ 162,132	\$ 63,804	\$ (10,872)	\$ (38,581)	\$ 254,347	\$ (819,068)	\$ (811,897)
<i>Adjusted for Non - Budgeted Items</i>									

Sunnyslope County Water District

Investment Summary 2020 / 2021 (ThisYear)

BANK ACCOUNT	INTEREST RATE	JULY 2020	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021	FEBRUARY 2021
<u>Heritage Bank of Commerce</u>									
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 4,554,854.66	\$ 4,353,266.01	\$ 4,611,624.18	\$ 5,053,825.42	\$ 5,507,639.05	\$ 5,931,474.38	\$ 6,793,864.59	\$ 6,984,675.92
CHECKING SUBTOTAL		\$ 4,554,854.66	\$ 4,353,266.01	\$ 4,611,624.18	\$ 5,053,825.42	\$ 5,507,639.05	\$ 5,931,474.38	\$ 6,793,864.59	\$ 6,984,675.92
MONEY MARKET ACCT (MMA) Invested - General Fund	0.700%	1,058,976.90	1,059,696.66	1,060,393.67	1,061,047.53	1,061,723.61	1,062,355.01	1,062,946.01	1,063,516.95
MMA SUBTOTAL		\$ 1,058,976.90	\$ 1,059,696.66	\$ 1,060,393.67	\$ 1,061,047.53	\$ 1,061,723.61	\$ 1,062,355.01	\$ 1,062,946.01	\$ 1,063,516.95
<u>L. A. I. F.</u> <u>(Local Agency Investment Fund)</u>									
	As of: Feb. 2021								
General Fund	4.070%	452,087.51	334,952.14	210,938.42	225,831.14	(30,981.92)	(185,042.79)	(732,775.75)	(733,039.09)
Water Connect. Fee	4.070%	3,012,904.69	3,124,782.03	3,283,459.37	3,273,609.07	3,525,886.41	3,778,163.75	4,338,614.85	4,333,492.19
Sewer Connect. Fee	4.070%	39,921.65	39,921.65	-	-	-	-	-	-
SRF Loan Reserve	4.070%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00
Board Designated Reserves	4.070%	2,721,810.72	2,727,068.75	2,732,326.78	2,742,120.53	2,746,656.25	2,648,439.78	2,646,792.00	2,652,178.00
L.A.I.F. SUBTOTAL		\$ 6,986,724.57	\$ 6,986,724.57	\$ 6,986,724.57	\$ 7,001,560.74	\$ 7,001,560.74	\$ 7,001,560.74	\$ 7,012,631.10	\$ 7,012,631.10
GRAND TOTAL		\$ 12,600,556.13	\$ 12,399,687.24	\$ 12,658,742.42	\$ 13,116,433.69	\$ 13,570,923.40	\$ 13,995,390.13	\$ 14,869,441.70	\$ 15,060,823.97
GENERAL FUND		\$ 6,065,919.07	\$ 5,747,914.81	\$ 5,882,956.27	\$ 6,340,704.09	\$ 6,538,380.74	\$ 6,808,786.60	\$ 7,124,034.85	\$ 7,315,153.78
BOARD DESIGNATED RESERVES		\$ 2,721,810.72	\$ 2,727,068.75	\$ 2,732,326.78	\$ 2,742,120.53	\$ 2,746,656.25	\$ 2,648,439.78	\$ 2,646,792.00	\$ 2,652,178.00
WATER CONN. FEE FUNDS		\$ 3,012,904.69	\$ 3,124,782.03	\$ 3,283,459.37	\$ 3,273,609.07	\$ 3,525,886.41	\$ 3,778,163.75	\$ 4,338,614.85	\$ 4,333,492.19
S. C. FEE FUNDS		\$ 39,921.65	\$ 39,921.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SRF Loan Reserves		\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
* TOTAL INTEREST RECORDED	\$ 56,567.41	\$ 26,120.85	\$ 719.76	\$ 697.01	\$ 15,490.03	\$ 676.06	\$ 631.40	\$ 11,661.36	\$ 570.94

Sunnyslope County Water District

Investment Summary 2019 / 2020 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020
<i>Heritage Bank of Commerce</i>									
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20
CHECKING SUBTOTAL		\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68	1,051,264.54	1,052,113.08	1,052,907.50	1,053,784.80	1,054,635.38	1,055,404.23
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04	255,314.79	260,893.99	260,935.45	260,981.21	-	-
MMA SUBTOTAL		\$ 1,284,584.66	\$ 1,303,077.72	\$ 1,306,579.33	\$ 1,313,007.07	\$ 1,313,842.95	\$ 1,314,766.01	\$ 1,054,635.38	\$ 1,055,404.23
<i>L. A. I. F.</i>									
<i>(Local Agency Investment Fund)</i>									
General Fund	1.967%	(39,436.38)	328,286.28	376,637.88	157,445.56	174,568.22	(166,709.12)	602,304.49	593,077.15
Water Connect. Fee	1.967%	1,228,658.42	1,360,935.76	1,352,513.10	1,602,834.00	1,585,711.34	1,926,988.68	2,488,411.45	2,477,763.79
Sewer Connect. Fee	1.967%	39,928.94	39,928.94	-	-	-	-	-	19,875.00
SRF Loan Reserve	1.967%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00
Board Designated Reserves	1.967%	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00
L.A.I.F. SUBTOTAL		\$ 4,766,818.98	\$ 5,266,818.98	\$ 5,266,818.98	\$ 5,297,947.56	\$ 5,297,947.56	\$ 5,297,947.56	\$ 6,628,383.94	\$ 6,628,383.94
GRAND TOTAL		\$ 9,847,371.08	\$ 10,271,488.77	\$ 9,954,112.44	\$ 10,200,932.20	\$ 10,632,284.21	\$ 10,931,199.58	\$ 11,379,349.70	\$ 11,406,859.37
GENERAL FUND		\$ 5,041,115.72	\$ 5,332,956.07	\$ 5,063,931.34	\$ 5,060,430.20	\$ 5,508,904.87	\$ 5,466,542.90	\$ 5,353,270.25	\$ 5,371,552.58
BOARD DESIGNATED RESERVES		\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00
WATER CONN. FEE FUNDS		\$ 1,228,658.42	\$ 1,360,935.76	\$ 1,352,513.10	\$ 1,602,834.00	\$ 1,585,711.34	\$ 1,926,988.68	\$ 2,488,411.45	\$ 2,477,763.79
S. C. FEE FUNDS		\$ 39,928.94	\$ 39,928.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,875.00
SRF Loan Reserves		\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
* TOTAL INTEREST RECORDED		41,434.61	853.06	877.63	32,023.02	835.88	923.06	31,286.96	768.85

Sunnyslope County Water District

Board Designated Reserves

As of February 28, 2021

(Policy #8600)

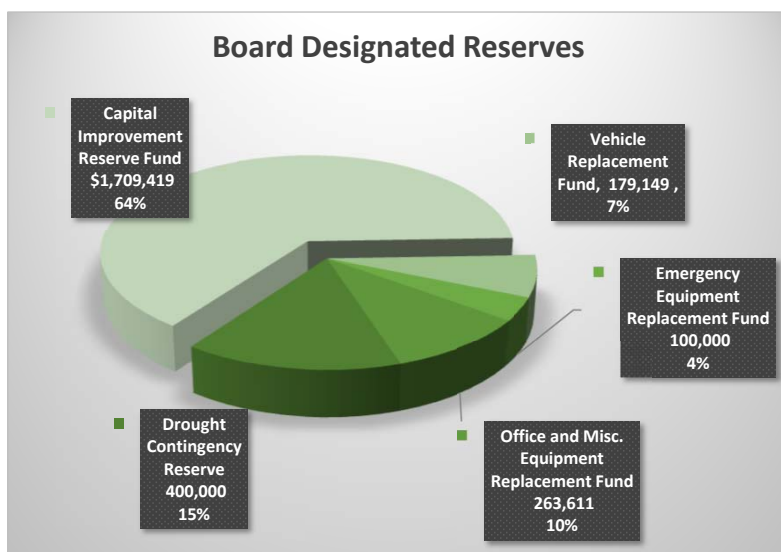
				Acct. 115.11			Acct. 115.11		
		2/28/2021	6/30/2020	Incr (Decr)	% Incr (Decr)	6/30/2019	Incr (Decr)	% Incr (Decr)	
1	Capital Improvement Reserve Fund	\$ 1,709,419	\$ 1,775,906	\$ (66,487)	-3.7%	\$ 1,800,000	\$ (24,094)	-1.3%	
2	Vehicle Replacement Fund	179,149	148,634	30,515 ¹	20.5%	192,693	(44,059) ¹	-22.9%	
3	Emergency Equipment Replacement Fund	100,000	100,000	-	0.0%	100,000	-	0.0%	
4	Office and Misc. Equipment Replacement Fund	263,611	292,735	(29,124) ²	-9.9%	284,975	7,760 ²	2.7%	
5	Drought Contingency Reserve	400,000	400,000	-	0.0%	400,000	-	0.0%	
TOTAL		\$ 2,652,178	\$ 2,717,275	\$ (65,097)	-2.40%	\$ 2,777,668	\$ (60,393)	-2.17%	

¹ Depr. Expense FY 20 - Acct #163.05 Vehicles	\$ -		\$ 33,889
Vehicles Purchased FY 20	-		(77,948)
Depr. Expense FY 21 - Acct #163.05 Vehicles	\$ 30,515		-
Vehicles Purchased FY 21	-		-
	\$ 30,515		\$ (44,059)

² Depr. Expense FY 20 - Acct #163.03 Shop / Field Equipment	\$ -		\$ 13,946
Equipment Purchased FY 20	-		\$ (10,555)
Depr. Expense FY 20 - Acct #163.04 Office Furn. / Equip.	-		4,369
Depr. Expense FY 21 - Acct #163.03 Shop / Field Equipment	\$ 9,894		-
Depr. Expense FY 21 - Acct #163.04 Office Furn. / Equip.	2,288		-
Server Room Improvement - (Approved 8/18/20)	\$ (26,002)		-
Tyler System Upgrade - (Approved 8/18/20)	\$ (15,305)		-
	\$ (29,124)		\$ 7,760
	\$ 1,390		\$ (36,299)

Acct. #	115.11 LAIF - Board Design. Reserves	2,652,178
2/28/21	Balance Board Designated Reserves	\$ 2,652,178

Capital Improvement Reserve Summary	
Beginning Balance	\$ 1,800,000
<i>Well #2 Rehabilitation (Approved May 19, 2020) - Not to Exceed \$80,680</i>	
Maggiora Drilling Invoices through Dec 20	(59,641)
Total Well #2 Rehab	(59,641)
Project Closed December and under budget by: \$ (21,039)	
<i>Lessalt Plant Modification - Sunnyslope Connection (Approved Aug. 18, 2020) Not to Exceed \$25,000</i>	
Iconix and California Pipe Fabricators	(12,019)
Sharp Engineering	(10,017)
Total Lessalt Plant Modif.	(22,036)
<i>Security Camera Improvement (Approved Dec. 15, 2020) Not to Exceed \$10,000</i>	
Electrical Work	(1,120)
Camera's	(7,784)
	(8,904)
Ending Balance	\$ 1,709,419



Staff Report

Agenda Item: **H-5**

DATE: March 8, 2021 (March 16, 2021 Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

SUBJECT: Superintendent Monthly Status Report: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.

Narrative

1. All 3 water reports have been completed on time by February 10, 2021. Although the District experienced a minor Sanitary Sewer Over (SSO) in February, the volume was under the violation limit. The overflow incident was reported to the California Integrated Water Quality System (CIWQS) within 24 hours as required. Cleanup efforts removed all residue from the immediate area.
2. San Benito County Water District (SBCWD) shutdown surface water to both the Lessalt and Westhills facilities from February 8th thru the 9th to perform an annual service to the SBCWD distribution valving system. Staff took advantage of this planned shut down while both plants were offline to perform multiple annual preventative maintenance tasks.
3. All three (3) Main Lift Station pumps were inspected onsite by an outside contractor. Moisture was found in one (1) pump stator housing, but it had not yet damaged the electrical components. This pump was removed and sent out for immediate repair. The other two pumps were checked and serviced and are in good condition.
4. Operators continue to exercise valves and flush fire hydrants throughout the District on schedule.
5. Additional staff has begun training at both Lessalt and Westhills treatment facilities for additional training. Staff will better understand the water production operation and maintenance at the water treatment facilities and will be better equipped for support and schedule flexibility.
6. Operators attended a two-hour (2 hour) Rural Community Assistance Corporation (RCAC) training that covered "Pumps, Motors and Energy Efficiency 021021-2. All staff received 2 hours of continuing educational credits needed to maintain certification.

- Over the last few months of California Water Environmental Association testing window, seven (7) additional certificates have been gained by 5 operators (DeeJ, Basilio, Michael, Diego, Jose). These included five (5) Maintenance Collections Grade 1 and one (1) Grade 2 certificate, one (1) Mechanical Technologist Grade 2 and one (1) Electrical & Instrumentation Technologist Grade 1. Additional operators are scheduled to take the Maintenance Collection Grade 1 exam in March and April 2021.

In addition to the daily, weekly & monthly work schedule, our maintenance personnel also performed these additional special work projects.

Water (3)

- Replaced leaking service line saddle at 870 El Cerro Drive.
- Replaced curb stop at 1200 Loma Vista Drive.
- Continued RCAC training with staff.



Project Location	: Sunnyslope District
Project	: Replace leaking service saddle at 870 El Cerro Drive
Department	: Water/Wastewater Utilities Maintenance
Description	: Old saddle corroded over time. Water was noticed on the road triggering a repair work order (WO). Operators completed this task within 6 hours and service was resumed.
Equipment used	: Vactor truck, Leak truck and four operators.

LESSALT Water Treatment Plant (8)

- Repainted chemical fill cabinet with chemical resistant paint.
- Replaced solenoid on spent water drain valve number 222.

3. Replaced Air Valve 12 actuator.
4. Annual replacement of low control air 10" filter.
5. Shutdown for the Division of Drinking Water annual backwash and surface wash flow meter backflow test.
6. Replaced Granular Activated Carbon in GAC #2.

West Hills Water Treatment Plant (6)

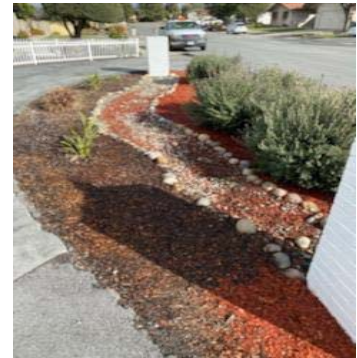
1. Removed Sodium Hydroxide (Caustic) build up in channel going to filters.
2. Changed oil in all mixers.
3. Changed hydraulic oil in scraper.
4. Rebuilt Sodium Hypochlorite pump #2.
5. Replaced influent clear well PH probe.
6. Cleaned lamellas



Project Location	: West Hills
Project	: Remove Sodium Hydroxide build
Department	: Westhills Water Treatment Facility
Description	: Over time Sodium Hydroxide built up on one of the channels walls. The build-up was removed before it could break off and possibly clog the sand filters. The scaling was removed by scrapping walls, filling buckets, and then disposing of it.
Equipment used	: Staff engineered a scrapping mechanism along with a bucket to collect material. This was done to eliminate confined space entry requirement. Work Order has been created to scrub walls monthly to prevent scaling from forming in the future.

Wastewater (3)

1. Two separate Sanitary Sewer Overflow (SSO) occurred on Sunday, February 7, 2021 at 251 Donald Dr. Spill amount was a total of 500-600 gallons. Spill was contained within the immediate area.
2. Staff hydro jetted the section in which the blockage was located and continued hydro jetting the entire sewer line down into the lift station.
3. City of Hollister helped video the section of pipe which was believed to have created the blockage. Operators have aggressively flushed the section of pipe the last few weeks and now routinely check manholes for any irregularities.
4. Shape Inc. completed preventative maintenance on pumps at Main lift station. Pump #1 went in for repair.
5. Replaced pump #2 at Paullus lift station. Pulled pump went in for repair
6. Pulled and cleaned check-valves at Main lift station.



Project Location	: Ridgemark Wastewater Treatment Facility
Project	: Sanitary Sewer Overflow Incident (SSO)
Department	: Water/Wastewater Utilities Maintenance
Description	: Sanitary Sewer Overflow at 251 Donald Drive. Staff responded to incident and contained. Replaced landscaping to affected customer.
Equipment used	: Emergency Response Plan binder, Hydro machine, waddles, spill kit and all three (3) Emergency On call operators.

Completed This Month	Job Descriptions	Completed YTD 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30	Completed 2017 – 2018 July 1 to June 30
148	Work Orders	1652	2715	2642	2826
26	Temporary Manual Read Water Meters Installed in New Construction Accounts	174	256	146	229
0	Radio Read Meters & ERTs Installed in New Construction Accounts	1	0	1	2
36	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	170 (Total = 6493)	191	246	176
38	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	193	304	350	370
141	Valves Exercised (Approx 2750 in SSCWD System 1/2016)	476	319	410	269
106	Fire Hydrants Flushed (Approx 811 in SSCWD System 8/2016)	604	281	757	509
39	Meters on Repair List	195	449	1147	1035
17	Emergency Calls	112	156	204	225
109	Locates on our Water/Sewer Lines	1050	1037	454	427
0	Sewer Inspections	0	0	2	2
0	Shutoff Notices	0	112	182	180
0	Water Services Replaced	8 (Total = 891)	15	18	19



Hollister/Sunnyslope Intertie Water Balance

Report Date: March 1, 2021 Current Consumption Period: January 13, 2021		to		February 12, 2021	
Intertie Location	Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow SSCWD	to
	i n G a l l o n s				
Southside Road Intertie Water Total Flow	0	470,808			
Sunset & Memorial Water Total Flow	2,164,200	2,848,900	0		0
Sunnyslope & Memorial Water Total Flow	748,000	1,004,000	14,800		21,200
Hillcrest and Memorial Water Total Flow	126,400	217,700	184,900		327,300
Santa Ana & La Baig Water Total Flow	279,600	1,120,100			
Intertie Sub-Total Water Flow	3,318,200	5,661,508	199,700		348,500
<i>Total Combined Surface and Ground Water Intertie Flow</i>	8,979,708		548,200		
City of Hollister Well 2 Surface Water Total Flow (West Hills)		15,575,000			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		296,000			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		24,034,000			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					12,522,000
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					298,000
Sunnyslope Surface Water Total Flow (LESSALT)					34,259,000
Surface Water Flow Sub-Totals		39,905,000			47,079,000
Ground Water and Surface Water Flow Totals	3,318,200	45,566,508	199,700		47,427,500
Current Period:	<i>COH half of Surface Water Flow to Distribution (LESSALT & WH)</i>		43,492,000		
	<i>Net Ground/Surface Water Balance Owed to SSCWD (to COH)</i>		3,118,500	1,726,008	
	<i>Beginning Water Balance Owed to SSCWD (to COH)</i>		601,203,435	-398,034,052	
	<i>Gallons Billed to COH thru Report Date January 1, 2021</i>		0		Informational Last Month Net Total 203,169,383
	<i>Sub-total Ending Water Balance Owed to SSCWD (to COH)</i>		604,321,935	-396,308,044	Net Sub Total 208,013,891
<i>Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period</i>				1,430,000	
<i>Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4</i>					5,720,000.00
Ending Water Balance Owed to SSCWD (to COH)		598,601,935	-396,308,044	Net Total	202,293,891

Current:	<i>LESSALT WTP Total Flow to Distribution</i>	34,259,000			
	<i>Percent of LESSALT Surface Water Received</i>	COH	15.5%	SSCWD	84.5%
Current:	<i>COH half of LESSALT Total Flow to Distribution</i>	17,129,500			
	<i>Intertie Net Surface Water Total Flow to COH</i>	5,313,008			
	<i>Intertie Net Ground Water Total Flow to COH</i>	3,118,500			
Current:	<i>West Hills WTP Total Flow to Distribution</i>	52,725,000			
	<i>Percent of Surface Water Received</i>	COH	75.7%	SSCWD	24.3%
Current:	<i>COH half of West Hills WTP Total Flow to Distribution</i>	26,362,500			
	<i>West Hills WTP Surface Water Total Flow to COH</i>	39,905,000			

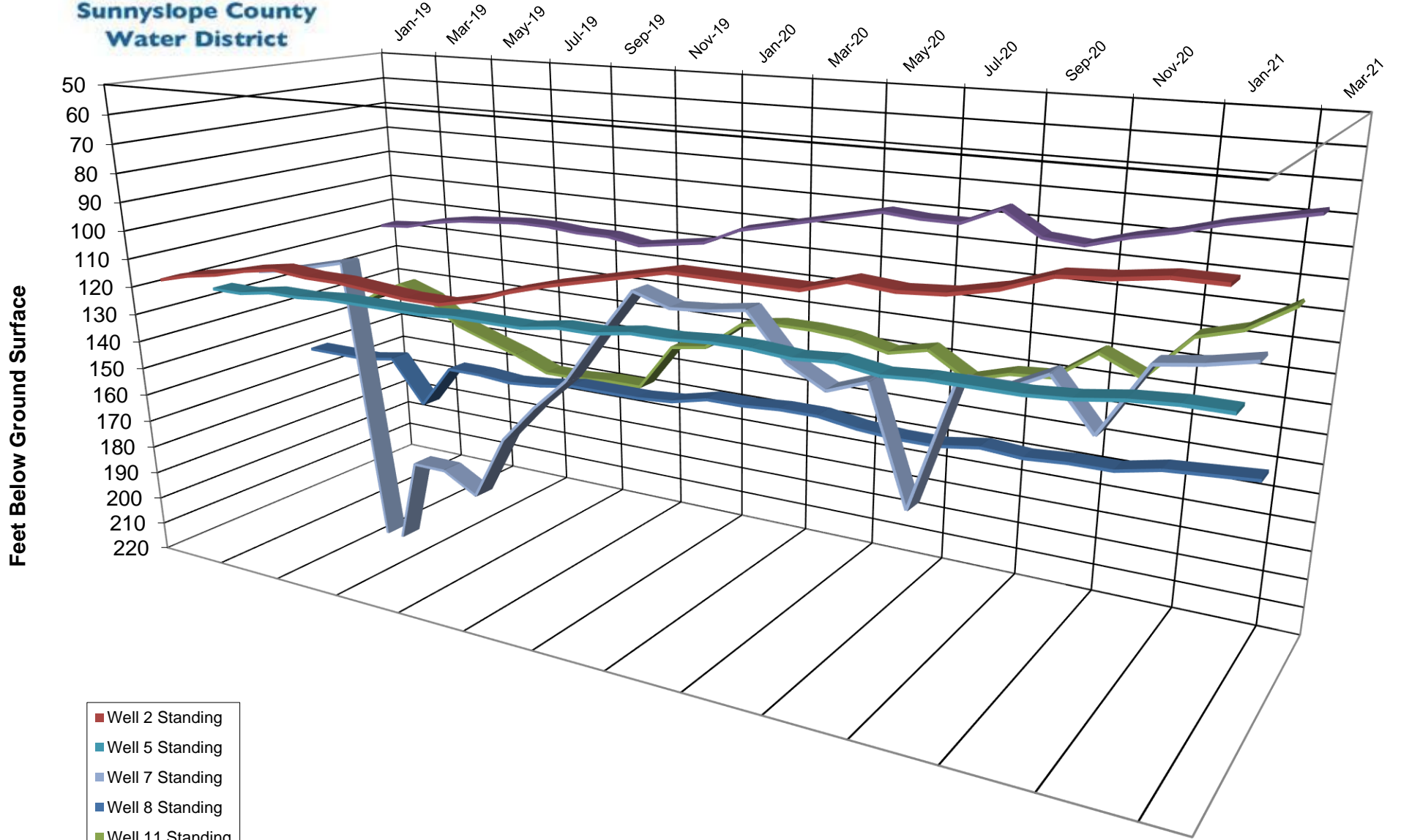
From February 14, 2019 to Present						
YTD	<i>LESSALT WTP Total Flow to Distribution</i>		437,872,000			
	<i>West Hills WTP Total Flow to Distribution</i>		799,648,000			
	<i>Surface WTPs Total Flow to Distribution</i>		1,237,520,000			
	Total YTD Surface Flow to COH/SSCWD		COH	570,684,908	SSCWD	666,835,092
	<i>Percent of Surface Water Received</i>		COH	46.1%	SSCWD	53.9%



**Sunnyslope County
Water District**

Depth to Standing Water Level Below Ground Surface

Month/Year



- Well 2 Standing
- Well 5 Standing
- Well 7 Standing
- Well 8 Standing
- Well 11 Standing
- Test Well # 12

Ground Elevation in Feet Above Sea Level

Well 2 = 325

Well 5 = 438

Well 11 = 330

Well 7 = 361

Well 8 = 481

Test Well 12 = 308

Staff Report

Agenda Item: **H – 6**

DATE: February 11, 2021 (February 16, 2021 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

- 1. Tyler Technologies Implementation** – The conversion of both the Billing software and the Financial software is scheduled to take place over the next 6 months. This schedule was the most realistic time frame due to the many changes happening in the office this year. Both the Tyler implementation team and the District staff have agreed to this time frame. The timing is not ideal from the auditory standpoint (a clean break at July 1st would be the best situation), and we will not be able to take full advantage of the Incode10 budgetary processes during the budget preparation this year, however the goal is to have a seamless transition to the new financial tools.
- 2. Office Technology and Public Access** – The use of WaterSmart has been improving as staff become more familiar with the tools and capabilities of the software. Customer inquires are tracked and responded to through the WaterSmart portal directly allowing all account technicians to track responses. WaterSmart has identified 1026 accounts have been registered directly online and all of which have accessed the platform in the past 90 days. The number of e-bill customers has increased from 500 to 800 in the past three months. This is exciting to see, and we hope this trend continues.
- 3. District Website** – February visitation exceeded 9,600 visits. Being able to view the traffic to the website is very beneficial. The Website will become a daily resource for staff to use moving forward. When the District reopens to the public the office receptionist will become the District website expert by helping the public access information and pay bills online.
- 4. IWWTP Contract Progress** – The GM, Wastewater Superintendent and District Counsel have been coordinating with San Benito Foods representatives to develop a contract for Operation of the Industrial Wastewater Treatment Plant. This coordination has gone well

so far and the Water/Wastewater Committee will be convened in the month of March to review the conditions in hopes that a contract can be prepared prior to April Board meeting.

5. **Interagency Coordination** – The Westhills tracer study report is under review and staff will be coordinating with SSCWD to issue this report before the end of the month. The San Benito County Hazard mitigation planning has held two meetings in the past 30 days and a public access survey has been advertised. The link was forwarded to all Directors. The Urban Water Management Plan revision has also been meeting regularly. Strategies for conserving water and maintaining high quality drinking water have been the focus of these talks.
6. **Community Program Assistance** – A Mr. Ryan Okrant who is the coordinator for the Hollister Litter Cleanup Event to be held March 20th in the City of Hollister requested that the District fill the potable water jugs to provide drinking water to the event volunteers for that day. Depending on the number of volunteers the maximum water required is 50-100 gallons. In support of the community the District will fill the water jugs prior to the event.
7. **Permit Compliance** – The Superintendent and Water Lead have completed all of the annual permit reports. Both treatment plants remain in permit compliance and only the wastewater treatment plant continues to see elevated levels of Chlorides. Strategies for isolating where the Chlorides are coming from are now a topic of regular meetings.
8. **Paperless Billing Incentive** – The incentive advertised by the District to encourage the public to register for paperless billing will be chosen at random from the pool of all eligible persons who are on paperless billing. The \$100 dining gift card will be awarded at the end of March.

Staff Report

Agenda Item: **I - 1**

DATE: March 9, 2021 (March 16, 2021 Meeting)

TO: Board of Directors

FROM: Associate Engineer, Rob Hillebrecht

SUBJECT: Award the Ridgemark Wastewater Collection System CCTV Inspection and Assessment Project FY20-21 to Able Septic Tank for an Amount Not to Exceed \$133,300 and Authorize the General Manager to Execute a Project Contract.

RECOMMENDATION:

Staff recommends the Board award the Ridgemark Wastewater Collection System CCTV Inspection and Assessment Project FY20-21 to Able Septic Tank for an amount not to exceed \$133,300 and authorize the General Manager to execute the project contract.

BACKGROUND:

The Board reviewed the updated 2020 Sewer System Management Plan and approved it on April 21, 2020. In this plan, one of the listed goals was to initiate a closed-circuit television (CCTV) investigation of the entire gravity wastewater collections system by 2021 and complete it by 2024. Maintaining accurate asset condition assessment of the sewer system is a requirement of the California State Regional Water Quality Control Board. This investigation would be used to inform and improve normal maintenance operations and to evaluate the need for repair or replacement work. A sewer system assessment will become key data for determining the timing for Capital Improvement Projects (CIP) within the wastewater collections system.

To complete this assessment in a timely manner, Sunnyslope developed the project scope and requirements for the CCTV investigation. Then the District solicited bids from qualified contractors throughout February 2021. Bids were opened on February 25, 2021. The lowest responsible bidder was Able Septic Tank (Able) at a bid price of **\$121,195**.

Able is well established and respected company doing sewer cleaning and videoing in the Bay Area for over 50 years. Their project team are very experienced and qualified within their fields. The project includes hydro-cleaning and recording CCTV footage of all gravity sewer mains within the District's collection system. Additionally, they will inspect each manhole and provide written reports identifying any issues in the sewer such as broken or collapsing pipes, root intrusion, bellies, corrosion, and more.

FINANCIAL IMPACT:

The immediate fiscal impact is an expenditure of up to \$133,300 from the Capital Improvement Reserve Fund. This includes a 10% contingency for potential change orders. Because Able will conduct the hydro-cleaning, District staff that would normally be assigned this task are freed for other duties. Sewer hydro-cleaning generally takes 2 District staff members about 5 weeks to complete at a total labor cost of approximately \$20,000. Additionally, the information obtained through this project will enable the District to better predict and prevent emergency issues. Such a proactive approach reduces overtime, limits risks to public health and the environment, and ultimately saves money.

ENVIRONMENTAL IMPACT:

This project is Categorically Exempt from CEQA in accordance with California Code of Regulations, Title 14, Division 6, Chapter 3, Section 15301(b) as work is limited to existing public utilities used to provide sewage services.

ATTACHMENTS:

1. Contract for the Ridgemark Wastewater Collection System CCTV Inspection & Assessment Project
2. Notice of Award
3. Notice Inviting Bids



Sunnyslope Water District

3570 Airline Highway
Hollister, California 95023-9702

Phone (831) 637-4670
Fax (831) 637-1399

NOTICE OF AWARD

Bob Hardesty
Able Septic Tank
1020 Ruff Dr.
San Jose, CA, 95110

March 17, 2021

**PROJECT: Ridgemark Wastewater Collections System CCTV Inspection & Assessment
FY20-21**

Bob Hardesty:

Sunnyslope County Water District (District) received and opened bids for the Ridgemark Wastewater Collection System CCTV Inspection & Assessment project FY20-21 on February 25, 2021. The bid submitted by Able Septic Tank (Contractor) was the low bid. Sunnyslope has reviewed the bid and has found everything satisfactory. The District Board of Directors awarded the project to Able Septic Tank on March 16, 2021 for a contract price of **One Hundred Twenty-One Thousand One Hundred Ninety-Five (\$121,195)**.

This Notice of Award is hereby issued on March 17, 2021. The Contractor is required to sign and return the attached Contract within 15 calendar days, along with all required Proof of Insurance and Performance & Payment Bonds.

THE UNDERSIGNED HEREBY ACCEPT THIS NOTICE OF AWARD

Sunnyslope County Water District

Able Septic Tank

Drew A. Lander
General Manager

Glen Gilbert
Owner

PROJECT CONTRACT 2021-1

Ridgemark Wastewater Collections System CCTV Inspection & Assessment FY20-21

THIS CONTRACT is made on _____ by and between **SUNNYSLOPE COUNTY WATER DISTRICT** (District) and **ABLE SEPTIC TANK**, (Contractor). Any and all obligations of the District and Contractor, collectively "Parties" are fully set forth and described herein.

In consideration of the mutual covenants and conditions set forth in this Contract, the Parties agree as follows:

1. WORK TO BE PROVIDED

Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete the Work. Work shall be completed in a good and professional manner, as designated and in strict conformity with, the specifications in the Notice Inviting Bids and Bid Form.

The Work is generally described as follows:

- a. Visual inspection and assessment of all District sanitary sewer manholes.
- b. Cleaning of all sanitary sewer mains no more than 2 days prior to CCTV inspection.
- c. Close Circuit Television recording and inspection of all District sanitary sewer mains in its wastewater collection system.
- d. Create and submit monthly inspection reports to the District.
- e. Provide all labor, equipment, tools, parts, and materials required to accomplish the Work.
- f. The District hereby designates as its representative for this Contract the following named person: Drew A. Lander, General Manager.

2. COMPONENT PARTS

The following document is incorporated herein by reference and constitutes part of this Contract:

- ◆ Project Contract 2021-1
- ◆ Notice Inviting Bids – Ridgemark Wastewater Collections System CCTV Inspection & Assessment Project
- ◆ Sunnyslope Sewer System Maps
- ◆ Addenda 1 – Bidder Questions
- ◆ Payment and Performance Bonds
- ◆ Executed Change Orders, which may become effective after the date of this Contract

3. PERFORMANCE STANDARDS

a. Contractor warrants that Contractor and its agents, employees, and subcontractors performing the Work under this Contract are specially trained, experienced, competent, and appropriately licensed to perform the Work and deliver the services required under this Contract.

b. Contractor warrants that they are not employees of the District, or immediate family of a District employee.

c. Contractor, its agents, employees, and subcontractors shall perform all Work in a safe and skillful manner and in compliance with all applicable laws and regulations. All Work performed under this Contract that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

d. All Work under the terms of this Contract shall be performed at the sole direction and control of Contractor, and subject to inspection and approval of the District, or its representatives.

4. PAYMENT

The District agrees to pay, and Contractor agrees to accept full payment for the Work above agreed to be completed, in the amount of **One Hundred Twenty-One Thousand One Hundred Ninety-Five Dollars (\$121,195.00)**. Included within this price are all labor, materials, tools, equipment, traffic control, and other miscellaneous costs. Any additional work required beyond that described herein is subject to authorization by the District Representative via the Change Order process prior to conducting such work.

Contractor shall submit monthly invoices to the District for Work provided in the previous one-month period. The invoice shall include the date, percentage of the work completed, description of the work, and any other pertinent information as determined by the District. The District shall make payment within 30 days of invoice approval.

5. PREVAILING WAGE RATES

The Work under this Contract qualifies as Public Works subject to California Labor Code Section 1720 et seq. Contractor shall comply with and be bound by all pertinent sections of the Labor Code beginning with Section 1720 regarding payment of prevailing wage rates, holiday and overtime pay, hiring of apprentices, workers compensation insurance, etc., all as set forth by the California Department of Industrial Relations (DIR). Contractor shall be registered with DIR as a Public Works Contractor and abide by all relevant reporting requirements. Contractor is responsible for maintaining all applicable payroll records and reports, which shall be made available to District for review upon written request.

6. TERM OF CONTRACT

The Contract shall commence upon execution hereof by both Contractor and the District. It shall remain in effect for two years (730 calendar days) from issuance of the Notice to Proceed. This term may be reduced through the issuance of the Notice of Completion or written Contract Termination prior to the completion of the two-year term.

7. INSURANCE

Without limiting Contractor's duty to indemnify, Contractor shall maintain, at no cost to the District, throughout the term of this Contract a policy or policies of insurance covering all of Contractor's Work hereunder with the following minimum limits of liability:

- a. General liability insurance, including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. Comprehensive automobile liability insurance covering all motor vehicles, including owned and non-owned vehicles used in providing services related to the Work previously described, with a combined single limit of \$2,000,000 per occurrence.
- c. Worker's compensation insurance or self-insurance of not less than \$1,000,000 indicating compliance with any applicable Labor Codes, acts, laws, or statutes, whether federal or state.

Contractor shall file a certificate of insurance with the District as evidence that Contractor has the insurance coverages required under this Contract. The District shall be notified in writing thirty (30) days prior to any cancellation or material change in the insurance.

8. **TERMINATION**

The District may terminate this Contract for any reason by giving written notice of termination at least fourteen (14) days prior to the effective termination date, which shall be specified in such notice. The District may immediately terminate this Contract for good cause. "Good cause" includes but is not limited to a breach of or failure to perform any section of this Contract, poor workmanship, and excessive and undue delay between Notice to Proceed and commencement of Work or such delay during Work. In the event of such termination, the amount payable under this Contract shall be limited to payment for the Work performed prior to the date of termination.

9. **INDEMNIFICATION**

Contractor shall, to the fullest extent allowable by law, indemnify, defend, and hold the District and its directors, officers, employees, and agents harmless against any and all claims, demands, expenses, and liability occurring or resulting to any and all persons, firms, or corporations for damage, injury, or death which arise out of or are related to Contractor's performance of the Work, unless such claim, demand, expense, or liability is caused by the District's sole negligence or willful misconduct. "Contractor's performance" includes Contractor's action or inaction or the action or inaction of Contractor's officers, employees, or agents.

10. **AMENDMENTS & MODIFICATIONS**

No modification or amendment of this Contract, including issuance of Change Orders, shall be valid unless it is set forth in writing and executed by the Parties hereto. Upon such execution, such amendment shall be fully incorporated into the Contract and shall be equally enforceable.

11. **LICENSING REQUIREMENTS**

Contractor is required, by law, to be licensed and regulated by Contractor's state license board and must abide by all licensing and reporting regulations. Contractor warrants that it possesses all applicable licenses in good standing and shall maintain such licensing for the duration of the Contract.

12. **APPRENTICES**

Contractor agrees to comply with all provisions of the law regarding the employment of apprentices. (Labor Code §§ 1773.3, 1777.5, 1777.6 and 3077 et seq.) These Labor Code sections require Contractor and subcontractors employ apprentices in apprenticeship occupations in a

ratio of not less than one (1) apprentice for each five (5) journeyman hours, unless an exemption is granted, and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any Public Works project solely on the grounds of race, religious creed, color, national origin, ancestry, sex, or age. Only apprentices who are in training under written apprenticeship agreements shall be employed on Public Works contracts in apprenticeship occupations. The responsibility for compliance with these provisions for all apprenticable occupations rests with Contractor.

13. **PAYROLL RECORDS.**

Pursuant to Labor Code §1776, Contractor and each subcontractor shall keep accurate records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by it in connection with the Work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: 1) The information contained in the payroll record is true and correct; 2) The employer has complied with the requirements of Labor Code §§1771, 1811, and 1815 for any Work performed. Payroll records enumerated shall be certified and shall be available for inspection at all reasonable hours at the principal office of Contractor.

14. **INDEPENDENT CONTRACTOR.**

In the performance of the Work, duties, and obligations under this Contract, Contractor is at all times acting and performing as an independent contractor and not as an employee of the District. No offer or obligation of permanent employment with the District is intended in any manner, and Contractor shall not become entitled by virtue of this Contract to receive from District any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of Contractor's performance of this Contract. In connection therewith, Contractor shall defend, indemnify, and hold District harmless from any and all liability which District may incur because of Contractor's failure to pay such taxes.

15. **NON-DISCRIMINATION**

Throughout the performance of this Contract, Contractor, and its subcontractors, shall not unlawfully discriminate against any person because of race, color, religion, gender, national origin, ancestry, physical disability, medical condition, marital status, age older than 40, or sexual preference, either in Contractor's employment practices or in the furnishing of services to recipients. Contractor shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such

discrimination and shall comply fully with all federal, State and local laws and regulations which prohibit discrimination.

16. **NOTICES.**

Notices required under this Contract shall be delivered personally or by first-class, postage pre-paid mail to the District’s and Contractor’s contract administrators at the addresses listed below:

FOR DISTRICT:	FOR CONTRACTOR:
<p>Drew A. Lander General Manager 3570 Airline Highway Hollister, CA 95023 (831) 637-4670 drew@sunnyslopewater.org</p>	<p>Robert Hardesty Project Manager 1020 Ruff Drive San Jose, CA 95110 (408) 377-9990 bob@ableseptic.com</p>

17. **GOVERNING LAWS**

This Contract shall be construed and enforced according to the laws of the State of California, and the Parties hereby agree that the County of San Benito shall be the proper venue for any dispute arising hereunder.

18. **DISPUTES**

a. Contractor shall continue to perform under this Contract during any dispute. The Parties agree to make good faith efforts to resolve disputes as quickly as possible.

b. Claims

(1) Upon receipt of a claim by Contractor, the District shall conduct a reasonable review of the claim. The claim must be sent by registered mail or certified mail, return receipt requested. Within a period not to exceed 45 days, District shall provide Contractor a written statement identifying the portions of

the claim that are disputed and undisputed. The Parties may, by mutual agreement, extend the time period.

(a) Contractor shall furnish reasonable documentation to support the claim.

(b) If the District needs approval from its Board to provide Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the Board does not meet within the 45 days or extension of time, then the District shall have up to three days following the next duly publicly noticed Board meeting to provide Contractor a written statement identifying the disputed portion and the undisputed portion.

(c) Any payment due on an undisputed portion of the claim shall be processed and made within 30 days after the District issues its written statement. If the District fails to issue a written statement, paragraph (2) shall apply.

(2) If Contractor disputes the District's written response, or if the District fails to respond to a claim issued pursuant to this section within the time prescribed, Contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the District shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(a) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the District shall provide Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 30 days after the District issues its written statement. Any disputed portion of the claim, as identified by Contractor in writing, shall be submitted to nonbinding mediation, with the Parties sharing the associated costs equally. The Parties shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the Parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of

the claim remaining in dispute shall be subject to applicable procedures outside this section.

(b) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(c) Unless otherwise agreed to by the Parties in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(d) The District is not precluded from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the Parties' dispute.

(3) Failure by the District to respond to a claim from Contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim denied by reason of the District's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of Contractor.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against the District because privity of contract does not exist, Contractor may present to the District a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that Contractor present a claim for work performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the District shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, Contractor shall notify the subcontractor in writing as to whether Contractor presented the claim to the District and, if Contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

c. In the event any dispute arising from or relating to this Contract results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorneys' fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

19. **UNFAIR BUSINESS PRACTICES CLAIM**

In accord with California Public Contracts Code § 7103.5, Contractor agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time the District tenders final payment to Contractor, without further acknowledgment by the Parties.

20. **CONSTRUCTION OF CONTRACT**

The Parties agree that each party has fully participated in the review and revision of this Contract and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Contract or any exhibit or amendment. To that end, it is understood and agreed that this Contract has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Contract within the meaning of Civil Code section 1654.

21. **CONFLICT OF INTEREST**

Contractor represents it presently has no interest and agrees not to acquire any interest during the term of this Contract which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the Work required to be rendered under this Contract.

22. **NON-EXCLUSIVE CONTRACT**

This Contract is non-exclusive and both Parties expressly reserve the right to contract with other entities for the same or similar services.

23. **WAIVER**

Any waiver of any term or condition hereof must be in writing and signed by the District. No such waiver shall be construed as a waiver of any other term or condition herein.

24. **SUCCESSORS AND ASSIGNS**

This Contract and all rights, privileges, duties, and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the Parties and their respective successors, permitted assigns and heirs. Contractor shall not assign, sell, mortgage, or otherwise transfer its interest or obligations in this Contract without the prior written consent of the District.

25. **COUNTERPARTS**

This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Contract.

26. **AUTHORITY**

Any individual executing this Contract on behalf of the District or Contractor represents and warrants hereby that he or she has the requisite authority to enter into this Contract on behalf of such party and bind the party to the terms and conditions of this Contract.

27. **SEVERABILITY**

If any of the provisions contained in the Contract are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Contract for any cause. If a part of this Contract is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this Contract is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

28. **ENTIRE CONTRACT**

As of the effective date, this Contract, including the exhibits and any documents incorporated by reference, represents the entire Contract between the District and Contractor with respect to the subject matter of this Contract, and supersedes any and all prior written or oral negotiations and representations between the Parties concerning all matters relating to the subject of this Contract.

29. **ACCIDENT PROTECTION**

Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building codes, and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.

END

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IN WITNESS WHEREOF, two identical counterparts of this Contract, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the day and year first herein written.

SUNNY SLOPE COUNTY WATER DISTRICT

Drew A. Lander
General Manager

ABLE SEPTIC TANK

Glen W. Gilbert
Owner

accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.

END

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SUNNY SLOPE COUNTY WATER DISTRICT

Drew A. Lander
General Manager

ABLE SEPTIC TANK

Glen W. Gilbert
Owner

Sunnyslope County Water District

Notice Inviting Bids

Ridgemark Wastewater Collections System CCTV Inspection and Assessment Project



Sunnyslope County Water District

Pre-Bid Meeting and Site Walk-Through at 10 AM on Thursday, February 11, 2021 at the Sunnyslope District Office, 3570 Airline Highway, Hollister CA

Bids Due in Person or by Mail at 3 PM on Thursday, February 25, 2021 at the Sunnyslope District Office, 3570 Airline Highway, Hollister CA

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Section I Bidding Requirements

Invitation to Bid

1. Sunnyslope County Water District is pleased to invite qualified contractors to submit sealed bids for performing the services of the Ridgemark **Wastewater System CCTV Inspection and Assessment Project**. All bids must be delivered to 3570 Airline Highway, Hollister, CA, 95023 no later than 3 PM on Thursday, February 25, 2021 and clearly entitled:

DO NOT OPEN

Sunnyslope County Water District

Ridgemark Wastewater System CCTV Inspection and Assessment Project Bid

2. The project includes inspection and assessment of all Sunnyslope County Water District's wastewater collection system utilizing CCTV technology. The District's collection system contains approximately 35,500 LF of 6" pipe, 34,400 LF of 8" pipe, 2,100 LF of 10" pipe and 500 LF of 12" pipe. Around 90% of the sewer mains are PVC with the remaining 10% vitrified clay.
3. Questions regarding the type and scope of work or any other items related to the Project may be directed to Rob Hillebrecht with Sunnyslope County Water District by phone at (831) 637-4670 or email at rob@sscwd.org.
4. A Pre-Bid Meeting and Site Walk will be held at 10 AM on Thursday, February 11, 2021 at the Sunnyslope District Office at 3570 Airline Highway, Hollister.
5. Bids will be received in person or via delivery up until 3 PM on Thursday, February 25, 2021 after which time no bids will be accepted. Bids will be publicly opened and read aloud shortly after this closing time. Bidders and interested parties are encouraged but not required to attend the bid opening.
6. The entirety of the work must be completed to the District's satisfaction within the Contract Time of two (2) years from the Notice to Proceed.
7. A contractor or subcontractor is not qualified to bid on, be listed in a bid proposal for, or perform the Work unless it is registered and qualified to perform public work under California Labor Code § 1725.5.
8. Bidders are hereby notified that pursuant to California Labor Code §1770 *et seq.*, the Director of Industrial Relations (DIR) has ascertained the general prevailing rate of per diem wages and the rates for overtime and holiday work in the locality in which the Work is to be performed for each craft, classification, or type of workman needed to execute the contract which will be awarded to the successful bidder. Copies of the prevailing rate are available through the District Office and are deemed to be included in the Request for Bids documents. Not less than said prevailing wages shall be paid for the Work. Contractor shall post the applicable prevailing wage rates as prescribed by regulations.

Instructions to Bidders

1. GENERAL

All Bid and Contract Documents will be available to view at the Sunnyslope County Water District office for no charge. Physical copies of Bid and Contract Documents may be subject to printing fees. Digital copies of all Bid and Contract Documents shall be emailed directly to prospective bidders upon request at no cost.

2. EXAMINATION BY BIDDERS

It is the Bidder's responsibility to:

- A. Examine all Bid and Contract Documents. Submission of a Bid shall be conclusive evidence that the Bidder fully understands and agrees to all Contract Documents.
- B. Visit the site to be familiar with any local conditions that may affect performance, cost, or schedule of the work. The quantities of Work or material stated in the unit price items of the Bidding Schedule are given only as a basis for the comparison of Bids, and the District does not represent or warrant that the actual amount of Work or material will correspond therewith, but reserves the right to increase or decrease the quantity of any unit price item of the Work as may be deemed necessary or expedient by the District.
- C. Familiarize themselves with all Federal, California, and local laws, ordinances, permits, rules, regulations and codes concerning the work
- D. Notify Sunnyslope County Water District of all conflicts, errors, or discrepancies in the Contract Documents, and
- E. Determine the character, quality, and quantity of equipment and materials needed to perform the work.

3. BIDDER QUALIFICATIONS

- A. At the time of bid, Bidder shall possess all appropriate licenses and certifications including but not limited to NASSCO certifications, valid Class B California Driver's license, and contractor license.
- B. No person, organization, or corporation may individually or through a partnership submit more than one Bid for the work unless in a sub-contractual relationship to a different primary contractor. This is not intended to prevent a Bidder from submitting sub-proposals or quoting prices for materials or services to Bidders and from submitting a Bid for the entire work. Nor shall this limit submission of Alternative Bids if required by Sunnyslope County Water District.
- C. Bidder shall have completed at least three (3) CCTV inspection and assessment projects of similar size and complexity to this project. At least one (1) such project must have been completed within the last three (3) years under the business's current name and with its current project forman.
- D. To demonstrate their capabilities, Contractor shall submit with the Bid a DVD of previous sewer inspection performed with audio commentary and inspection logs showing the identification of various types and degrees of sewer pipe defects such as cracks, bellies, root intrusion, pipe deformation and other issues.

4. INTERPRETATIONS OF BID DOCUMENTS

All questions or clarifications on the meaning or intent of the Bid or Contract Documents shall be directed in written form to Sunnyslope County Water District. Should the Bidder discover any discrepancies or omissions from the Bid Documents, they are to notify the District and request a correction. All such changes, corrections, clarifications, or interpretations shall be issued in addenda as deemed appropriate by the District.

5. ADDENDA

The District shall issue Addenda to all parties having received the Bid Documents providing official answer to such questions. Only questions formally addressed in Addenda will be binding and Bidders should not rely on oral or non-formal interpretations. Addenda may also include additional changes to the scope of work, contract requirements, Bid schedule, other Addenda, or other key information as the District deems necessary for successful completion of the project. Thus, full consideration of Addenda should be given prior to Bid submission. Acknowledgement of each Addendum shall be submitted along with the Bid. The final Addendum shall be issued no less than 5 days before Bid Opening and no further clarifications or answers shall be provided after that time.

6. SUBMISSION OF BIDS

Bids shall be submitted using the Bid Forms provided herein. All bid fields shall be properly and fully filled out according to the instructions for each field; blank fields may be a justifiable reason for disqualification of a bid. Numbers shall be stated in both words and figures. Words shall govern conflicts between words and figures. Words and numbers must be legibly written in **BLUE OR BLACK INK or TYPED**. Mistakes may be crossed out and corrections written in ink adjacent thereto and must be initialed by the person signing the Bid. Finalized Bids must be sealed in an envelope and may be hand delivered or mailed to Sunnyslope County Water District at 3570 Airline Highway, Hollister. The envelope must clearly contain the wording "BID ENCLOSED – DO NOT OPEN" along with the Bidder name on its face.

7. BID SIGNATURE

If the Bid is made by an individual, it shall be signed by him/her and his/her full name and address shall be given; if it is made by a partnership, it shall be signed with the co-partnership name by a member of the partnership, who shall also sign its own name, and the name and address of each member of such partnership shall be given; and, if it is made by a corporation the name of the corporation shall be given and it shall be signed by its duly authorized officer or officers attested by the corporate seal, the name and titles of all officers of the corporation shall be given, and the address of the corporation and the state in which incorporated shall be stated.

8. MODIFICATION OR WITHDRAWAL OF BID

Bids may be modified or withdrawn after submission but prior to Bid Opening through written notice signed by the signer of the Bid and delivered to the District. Bid modification SHALL NOT disclose the final bid price, but merely the dollar value addition or subtraction from any Bid Item

and the overall addition or subtraction to the final Bid. No oral, telephonic or telegraphic Bid or modification of a Bid will be considered.

9. BID SECURITY

Each Bid shall be accompanied by a Bid Security in the form of a Surety Bid Bond or a certified check or bank cashier's check. Bid Bond or checks shall be made payable to Sunnyslope County Water District. This Bid security shall be for an amount not less than **10%** of the final Bid amount. The Bid security will be held by the District as a guarantee that if the Bidder is awarded the project, they will enter into the Contract Agreement in good faith and provide required Bonds and Insurance as required. Any bid submitted without such security shall be disqualified from consideration.

10. SUBCONTRACTORS

- A. Bid shall list the name and location or place of business of each subcontractor who will perform any work, labor, or render service to the prime Contractor in or about the accomplishment of the Work.
- B. The portion of the Work to be completed by each subcontractor shall be fully stated. Only one subcontractor may be listed for each portion of the Work.
- C. If the Bidder fails to specify a subcontractor for any portion of the Work, the Bidder agrees to perform that portion of the Work itself.

11. AWARD OF CONTRACT

The District reserves the right to accept or reject any and all bids for a period of thirty (30) days after the date of opening, and to waive any informality or irregularity in any Bid. No Bid can be withdrawn during that period. Before a Bid is considered for award, the District may, in addition to the Experience Qualifications form, require a bidder to submit a statement of facts and detail as to its business, technical organization and financial resources and equipment available and to be used in performing the Work. Additionally, the District may require evidence that the bidder has performed other Work of comparable magnitude and type. The District expressly reserves the right to reject any Bid if it determines that the business and technical organization, equipment, financial and other resources or other experience of the bidder (including the bidder's Subcontractors) is not sufficiently qualified for the Work bid upon and, therefore, justifies such rejection. The award of the Contract, if it is awarded, will be to the lowest responsible responsive bidder whose Bid complies with the requirements set forth herein.

12. PERFORMANCE AND PAYMENT BONDS

The Contractor shall within ten (10) days after the receipt of the Notice of Award, furnish the District with a Performance Bond and a Payment Bond in penal sums equal to the amount of the Contract Price, conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions and agreements of the Contract Documents, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the Work provided by the Contract Documents. Such Bonds shall be executed by the Contractor and a corporate bonding company with an office and licensed to transact such business in California acceptable to the District and named on the current list of "Surety Companies Acceptable on

Federal Bonds" as published in the Treasury Department Circular Number 570. The expense of these Bonds shall be borne by the Contractor. If at any time a surety on any such Bond is declared bankrupt, or loses its right to do business in California, or is removed from the list of Surety Companies accepted on Federal Bonds, Contractor shall within ten (10) days after notice from the District to do so, substitute an acceptable Bond (or Bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the District. The premiums on such Bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable Bond to the District. The Performance Bond and the Payment Bond to be furnished by the Contractor shall be executed on the forms provided in this document.

13. EXECUTION OF CONTRACT

The successful bidder will be notified in writing by the District of the award of the Contract within thirty (60) days after opening of Bids. Accompanying the District's Notice of Award will be the contract, in duplicate, which the successful bidder will be required to execute and return to the District within ten (10) days following receipt of such Notice of Award. Together with the executed Contract, they shall deliver the Performance and Payment Bonds, the required policies of insurance, the required endorsements thereto for the Contractor, and the workers compensation certificate. Failure to do so shall be just cause for annulment of the award and for forfeiture of the Bid Bond which shall be retained as liquidated damages. It is agreed that the bond sum is a fair estimate of the amount of damages that the District will sustain by reason of such failure. The District will promptly determine whether such Contract, Bonds and insurance are satisfactory as required by the Contract Documents. Upon such determination the District will forward a fully executed copy of the Contract and a Notice to Proceed with the Work to the successful bidder. Signature by both parties constitutes final execution of the Contract. In the event of failure of the lowest responsible bidder to sign and return the Contract with acceptable Bonds and insurance as prescribed herein, the District may award the Contract to the next lowest responsible bidder. In the event that bidder fails to sign and return the Contract with acceptable Bonds and insurance, the District may award the Contract to the then next lowest responsible bidder, etc.

14. RETURN OF BID SECURITIES

All Bid Security will be held until the Contract has been finally executed, after which all Bid Guarantees will be returned to the respective bidders whose Bids they accompanied. However, if a Bid Security is forfeited due to failure to execute the Contract Documents or provide the required Bonds or Insurance, such Bid Security shall not be returned.

15. POWER OF ATTORNEY

The Attorney-in-Fact (resident agent) who executes the Performance Bond and Payment Bond on behalf of the surety company must attach a copy of its Power of Attorney as evidence of its authority. A notary shall acknowledge the power as of the date of the execution of the surety bond that it covers.

16. TIME OF COMPLETION

The time of completion of the Work is the essence of the Contract. Delays and extensions of time due to factors outside the Contractor's control may be requested and considered through the Change Order process. The time allowed for the completion of the Work is up to two calendar years from the date of the Notice to Proceed.

17. LIQUIDATED DAMAGES

Liquidated damages in the amount of \$500 per day shall be assessed for each day over the contract time. Such liquidated damages are intended to compensate the District for the anticipated costs and expenses arising from delayed completion of the project.

18. PREVAILING WAGES

Notice is hereby given that, pursuant to California Labor Code §1770 *et seq.*, the District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work for each craft, classification, or type of worker required to execute the Contract. Said prevailing rate of per diem wages will be made available to any interested party upon request, and a copy thereof shall be posted at each job site. Prevailing rate of per diem wages can be found at <http://www.dir.ca.gov/dlsr/pwd>. No person performing any work on the project shall be paid less than said prevailing wage, whether employed directly by the Contractor or a subcontractor.

19. INSURANCE

Contractor shall maintain and be responsible for all subcontractors and outside owners or operators of equipment and must maintaining the following coverage during the performance of the Contract:

- 1). Workers' compensation or self-insurance indicating compliance with any applicable Labor Codes, acts, laws, or statutes, whether federal or state, where Developer operates, including employers' liability insurance;
- 2). Comprehensive general liability and comprehensive automobile liability of not less than Two Million Dollars (\$2,000,000.00) combined single limit or equivalent for bodily injury, personal injury and property damage as a result of any one occurrence. This policy shall name the District as an additional named insured. It shall be primary and underlying to District's insurance and shall not be excess or contributing with District insurance. Said policy shall be placed with a carrier or carriers licensed to do business in the State of California, and shall cover Contractor's contractual liability to District. A certificate of insurance shall be delivered to District verifying such coverage and also showing insurance against liability for workers' compensation. The certificate shall include a statement that thirty (30) days' written notice shall be given by the carrier to District prior to any cancellation of or material change in the said insurance. The required insurance certificates shall be delivered to the District within ten (10) days of the Notice of Award.

20. NONCOLLUSION AFFIDAVIT

Bidder is made aware that 7106 of the Public Contract Code requires the execution of a Noncollusion Affidavit on all public works contracts. Bidder shall execute the Noncollusion Affidavit included with the Bidder's Forms and submit it to the District at the time of submission of bid.

Section II Specific Work Requirements

General Work Summary

The Work of the project includes conducting Closed Circuit Television (CCTV) inspection and condition assessment of all gravity sewer pipelines in the Sunnyslope County Water District wastewater collection system. The collection system includes approximately 35,500 LF of 6" pipe, 34,400 LF of 8" pipe, 2,100 LF of 10" pipe and 500 LF of 12" pipe with 315 concrete manholes. Around 90% of the sewer mains are PVC with the remaining 10% vitrified clay. The majority of the sewer system was constructed between 1970 and 2000. Visual inspection and condition assessment of all sewer manholes, cleanouts, and other sewer facilities shall also be conducted and depth (invert) data shall be recorded. Documentation and reports of the inspections and assessments shall be delivered to the District at regular monthly intervals for preceding month. All traffic control and safety equipment is to be provided by the Contractor. The Contractor shall obtain all necessary traffic control permits from the San Benito County Resource Management Agency.

Site Location

The Site is located in unincorporated San Benito County directly south of the City of Hollister, CA. The sewer collection system owned by Sunnyslope County Water District includes all of the Ridgemark community along with the Oak Creek and Quail Hollow developments directly north of Ridgemark but south of Enterprise Road. Most facilities are located within paved streets. However access to some facilities is over the Ridgemark Golf Course or private property via utility easements. SSCWD will coordinate such access on the Contractor's behalf with the Ridgemark Corporation and private property owners. The Contractor shall provide to SSCWD a written request that the District obtain such access no less than one week prior to access is required. A map of the District's sewer system is attached as **Appendix A**.

Work Restrictions

Work time shall be limited to 7:30AM to 4:30PM, Monday through Friday. No work shall be permitted outside those times except by express written authorization from SSCWD. Moreover, all District recognized holidays are also to be observed which includes: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. Timing of access to facilities in the Ridgemark Golf Course and private easements may be further limited as coordinated between SSCWD, the owner, and the Contractor. Work shall not interfere excessively with the normal routines of the neighborhood.

General Requirements

- A. Contractor shall furnish all labor, tools, equipment, materials, and supplies necessary for the satisfactory performance of the CCTV inspection and assessment of all gravity sewer system mains and facilities. This includes all traffic control, electronic equipment, software programs, administrative duties, and coordination for access to the facilities.

- B. SSCWD shall provide the Contractor maps of the entire gravity sewer collections system. The maps will include Manhole numbers, flow direction, pipe size & material, manhole depths, and other relevant information. The Contractor must use the District's manhole numbering system to identify sewer mains and facilities.
- C. If the Alternate Bid Item 5 – Cleaning of Gravity Sewer Mains is selected by the District, Contractor shall perform sufficient sewer main cleaning to effectively conduct the CCTV inspection. Hairline cracks and other similar defects must be detectable or the line must be re-cleaned and re-videoed at the Contractor's expense. The Contractor shall determine the method and strategy of cleaning. After cleaning, the sewer main segment shall be CCTV inspected within 2 days.
- D. If the Alternate Bid Item 5 – Cleaning of Gravity Sewer Mains is NOT selected by the District, SSCWD shall be responsible for the cleaning of all gravity sewer mains ahead of CCTV inspection. Contractor shall be required to provide a detailed schedule of what mains will be inspected at what time and to coordinate with SSCWD for cleaning of those mains no more than 2 days prior to inspection. If a sewer main is not sufficiently cleaned for the required CCTV inspection quality, Contractor shall immediately contact SSCWD for re-cleaning, then proceed to their next scheduled segment.
- E. If it is the District's opinion that any section of sewer main in the submitted CCTV report is not clean enough for adequate inspection quality, the District may require Contractor to re-clean (if Alternate Bid Item 5 is selected by the District) and re-inspect said section.
- F. No equipment or materials may be left inside any of the sewer collection system facilities. If equipment becomes caught or stuck inside sewer facilities, Contractor shall immediately contact SSCWD.
- G. Contractor shall be responsible for any damage to sewer facilities caused by Contractor's cleaning or inspection activities unless, in the opinion of SSCWD, the damage was due to circumstances outside Contractor's control.
- H. All equipment used must be specifically designed for sewer inspection and video recording. The light source must be sufficient to provide a clear picture of the entire pipe and identify hairline cracks similar issues.
- I. Cleaning and inspection activities may NOT cause an interruption of sewer service to any customer, nor may its cause sewer backups or overflows. Sewage must be controlled within the pipeline at all times. The Contractor shall be solely responsible for all mitigation and costs associated with a sewer spill caused by their cleaning or inspection activities.
- J. CCTV video shall include an audio narration to assess the general condition of the pipe and note problems or issues such as bellies, cracks, deformations, etc. The narration shall also identify the location of all lateral connections and assess their condition. Locations of problem areas and connections shall be recorded by linear footage from the starting manhole. A written report shall summarize each segment and be delivered with the CCTV video footage to the District in the monthly report. The work product and videos shall be the property of SSCWD.
- K. The Contractor shall provide SSCWD an in-depth schedule of all related activities. The schedule shall include the proposed date for the inspection (or cleaning if Alternate Bid Item 5 is selected by the District) of each section of sewer pipe, estimated inspection time, and any preparations required such as coordinating access, flushing, etc. Weekly updates to the

- schedule shall verify or highlight modifications to the schedule. Any schedule items that require SSCWD assistance (such as easement access, sewer cleaning, etc.) must be requested of the District at least 10 days prior to its scheduled date.
- L. The Contractor shall properly maintain and service all equipment and have appropriate repair or replacement equipment readily available to avoid serious equipment malfunction or failure.
 - M. The CCTV camera speed shall be adjustable for closer examination of problems stops, laterals, or defects. However, the camera speed shall never exceed thirty feet per minute (30 fpm). Camera lens shall be capable of panning for better viewing of laterals or defects.
 - N. Footage measurements shall always begin at the center point of the starting manhole. If this is not possible, specific notation of the starting point shall be detailed in the audio narrative and report. Camera footage measure shall be verified by roller wheel measure or tape measure at least once per week.
 - O. Contractor is to do everything possible to avoid the need for entry into any confined spaces including sewer manholes, vaults, lift stations, or other confined space facilities. If absolutely required, Contractor shall adhere to all confined space requirements including but not limited to continuous ventilation, atmosphere monitoring for O₂, H₂S, CO/CO₂, etc., appropriate fall and rescue safety equipment, employee training, permits, and any other requirements.
 - P. Contractor shall be responsible for all traffic control measures for the safety of employees, the public, drivers, pedestrians, cyclists, and children. The majority of the collection system is located through residential neighborhoods, but traffic control must consider the specific circumstances of each location. Various forms of signage, coning, barricades, flaggers, detours, or other forms of traffic control may be required.
 - Q. Contractor shall provide monthly written reports summarizing all activities conducted in the previous month. The report shall identify manholes and sewer main segments cleaned and inspected, defects or issues identified along with their location, percentage of sewer system inspected to date, and the individual inspection reports and CCTV footage for each segment.

Pricing of Bid Items

BID ITEM 1 – MOBILIZATION & DEMOBILIZATION

Include lump sum cost for preparatory work and operations for the accomplishment of the Work. This may include obtaining permits, transporting equipment, marshalling staff, establishing schedules, obtaining bonds and insurance, or other requirements of the contract. Also include costs associated with the removal of all debris and unused materials, transportation of equipment from the site, returning site to its original condition, and general clean-up as required.

It shall be assumed that 75% of this bid item is for mobilization while 25% is for demobilization. Thus 75% may be invoiced with the first month's work while the final 25% may not be invoiced until all field work has been completed.

BID ITEM 2 – MANHOLE INSPECTION & ASSESSMENT

Include per unit cost for labor and equipment required for cleaning manholes of debris and grime to adequately assess the condition of the facility. Fill out a written assessment form for each manhole in

which a rating is given for the condition of the concrete, manhole cover, flow line, sewer drops, and other key aspects of the facility. Take pictures of the manhole with close-ups of any issues.

Payment for manhole inspection and assessment shall be on a percent completion basis. Invoices shall include the number of manholes inspected in the invoice period as well as the total number inspected. Manholes inspections will only be considered complete when the District receives the inspection and assessment report for that manhole. The District owns a total of 315 manholes.

BID ITEM 3 – CCTV INSPECTION & ASSESSMENT OF GRAVITY SEWER MAINS

Include linear foot cost for the labor and equipment to conduct CCTV inspection and assessment of the inside of all SSCWD gravity sewer mains. Narrate CCTV footage taking note of any anomalies, issues, bellies, cracks, pipe failures, or other issues. Create a written report for each sewer reach between manholes giving a rating for the pipe condition. Also include costs for all labor, equipment, and materials required to safely provide traffic control during CCTV activities. This may include permits, submission of traffic control plans, flagging, signage, flashing lights, cones, barricades, and detours.

Payment for CCTV inspection shall be on a percent completion basis. Invoices shall include the total linear footage inspected in the previous

BID ITEM 4 – INSPECTION REPORTS

Include lump sum cost for assembling and organizing individual manhole and sewer main inspection reports into a single monthly reports and the Final Inspection Report. The monthly report shall include a summary of work completed in the previous month including total linear feet inspected, number of manholes inspected, and highlighting issues discovered from the inspection. Electronic copies of all reports and CCTV footage shall be included. The Final Inspection Report after all manholes and sewer mains have been fully inspected and assessed. The report shall include an overall assessment and rating of the condition of the sewer collection system. It shall identify all issues encountered and list the occurrences of each within the collection system. It shall rate the severity of each issue and suggest solutions to correct them.

ALTERNATE BID ITEM 5 – CLEANING OF GRAVITY SEWER MAINS

As an alternative bid item, include linear foot cost for adequately cleaning gravity sewer mains prior to CCTV inspection. Such cleaning may include flushing, jetting, or other methods as required to sufficiently clean the pipe interior. Cleaning must be conducted no more than two (2) calendar days prior to CCTV video inspection.

Section III Bid Form

Project

Sunnyslope County Water District Wastewater Collection System CCTV Inspection & Assessment

This Bid Is Submitted To

Drew A. Lander
General Manager
Sunnyslope County Water District
3570 Airline Highway
Hollister, CA, 95023

Article 1

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the terms and conditions of the Contract Documents.

Article 2

Bidder accepts all of the terms and conditions. This Bid will remain subject to acceptance for sixty (60) days after the day of opening. The chosen Bidder will sign and submit the Contract and other documents required by the Proposal Requirements within fifteen (15) days after the date of the District's Notice of Award.

Article 3

In submitting this Bid, Bidder represents, as more fully set forth in the Contract, that:

(a) Bidder has examined copies of all the Proposal Documents.

(b) Bidder has examined copies of the following Addenda (receipt of which is hereby acknowledged):

<u>DATE</u>	<u>ADDENDUM NUMBER</u>
_____	_____
_____	_____
_____	_____
_____	_____

(c) Bidder has familiarized itself with the nature and extent of the Contract documents, the Work, site locality, and all local conditions, laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

(d) Bidder represents that its Bid is based on fully accounting for the cost of all labor, material, tools, equipment, and any other miscellaneous charges necessary to complete the Work in full compliance with the Contract.

Article 4

Requirements for California Public Works Contracts

- (a) **Licenses** – Bidder hereby declares that it possesses applicable and valid licenses to accomplish all the Work described herein.
- (b) **Prevailing Wage Rates** – The undersigned agrees that, if awarded the Contract, the undersigned and all of its subcontractors shall pay all laborers, workers, and mechanics employed in the performance of such Contract, or any subcontract thereunder, not less than the general prevailing rate of per diem wages and rates for the overtime and legal holidays in the locality in which the work is performed, as ascertained and determined by the statutes and regulations applicable thereto.
- (c) **Noncollusion Affidavit** – In accordance with Public Contract Code Section 7106, Bidders are required to execute and submit the Noncollusion Affidavit Form.

Article 5

Bidder will complete the Work for the following price(s)

Bid Item Number	Description	Unit	Unit Price	Cost Number	Cost Written
1	Mobilization/Demobilization	Lump Sum	\$ -	\$	
2	Manhole Inspection & Assessment	Per Manhole (315 manholes)	\$	\$	
3	CCTV Inspection & Assessment of Gravity Sewer Mains	Per Linear Foot (~72,500 LF)	\$	\$	
4	Inspection Reports	Lump Sum	\$ -	\$	
Alternate 5	Cleaning of Gravity Sewer Mains	Per Linear Foot (~72,500 LF)	\$	\$	

BID TOTAL _____ \$ _____
(written) *(number)*

Article 6

The following documents are attached to and made a condition of this Bid.

- a. Bidder’s References
- b. Bid Bond or Bid Security
- c. Subcontractor List
- d. Noncollusion Affidavit

Article 7

Bidder agrees that the Work will be finally complete and ready for acceptance and final payment within the time indicated in the Agreement. Bidder accepts the provisions in the Agreement as to liquidated damages in the event of failure to complete the Work on time. The Bidder also accepts the Limitation of Liability and Indemnification clauses in the Agreement.

Article 8

Contractor declares it is registered and qualified to perform public work under California [Labor Code § 1725.5](#). Contractor declares it possesses a valid State of California Contractor’s license at the time of

submitting this Proposal. Contractor shall state its license number, classification and expiration date on its Proposal Form. Contractor declares that it possesses a current contractor's license of the required classification, valid in the appropriate jurisdiction at the time of submitting this bid.

Contractor's license number: _____

License classification: _____

License expiration date: _____

Submitted on: _____

If Bidder is:
An Individual

By: (SEAL)

Individual's Name:

Signature:

Doing business as:

Business Address:

Telephone Number:

If Bidder is:
A Partnership

By: (SEAL)

Firm Name: _____

Business Address: _____

Telephone No: _____

General Partner Name: _____

Signature: _____

Title: _____

If Bidder is:
A Corporation

By: (SEAL)

Corporation's Name: _____

State of Incorporation: _____

Business Address: _____

Telephone No: _____

By:

Name of Person Authorized to Sign: _____

Signature: _____

Title: _____

Attest:

Secretary Name: _____

Secretary Signature: _____

Section IV List of Bidder References

Please list five (5) clients the District may contact regarding your work performance on sanitary sewer cleaning and CCTV inspection whom the District may contact concerning the work performed.

1.

2.

3.

4.

5.

Section V Bid Security

Bid Security, made payable to Sunnyslope County Water District, shall accompany each Bid. Bid Security shall be in the form of a cashier's check or certified check in the amount of not less than **Ten Percent (10%)** of the Bidder's maximum price including Alternate Bid Item 5, or in the form of a Bid Bond in the same said amount using the following form. Bid Bonds shall be executed by such sureties as are named in the current list of "Certified Holding Companies of Authority as Acceptable Sureties on Federal Bonds or Certified Reinsurer Companies Holding Certificates Of Authority As Acceptable Reinsuring Companies" published in Circular 570 (most recent amendment) by the Audit Staff Bureau of Accounts, U.S. Treasury Department (www.fms.treas.gov/c570/index.html) and is admitted to issue bonds in the state of California. All bonds signed by an agent shall be accompanied by a certified copy of the authority to act.

Bid Security shall remain subject to acceptance for sixty (60) days after the day of Bid opening, but the Owner may, at its sole discretion, release any Bid and return the Bid Security prior to that date.

The Bid Security of the successful Bidder will be retained until such Bidder has within fifteen (15) days of issuance of written Notice of Award:

- a. Executed the Contract Agreement
- b. Furnished a performance bond and a payment bond fully executed as described in the Instructions To Bidders section
- c. Furnished Certificates of Insurance as described in the Instructions To Bidders section

If the successful Bidder fails to deliver the executed documents described above within the time laid forth, Sunnyslope County Water District may annul the Notice of Award and the Bid Security of that Bidder will be forfeited

The Bid Security of other Bidders whom Sunnyslope County Water District believes to have a reasonable change of receiving the award may be retained by the District until the earlier of the seventh day after the effective date of the Agreement or the sixty-first day after the Bid opening, whereupon Bid Security furnished by such Bidders will be returned.

Bid Securities with Bids which were not competitive will be returned within seven days after the Bid Opening.

BID BOND

KNOW ALL PERSONS BY THESE PRESENT, that we, the undersigned

_____ As principle, and

_____ As Surety, are hereby held and firmly bound unto **Sunnyslope County Water District** as Owner in the penal sum of

_____ Dollars for the payment of which sum, well and truly to be made, we hereby bind ourselves, our successors, and assigns jointly and severally firmly by these presents.

Signed and Sealed, this _____ day of this _____ month in the year _____.

The condition of the above obligation is such that where the Principle has submitted a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for completion of the **Sunnyslope County Water District Wastewater Collection System CCTV Inspection and Assessment Project**

NOW THEREFORE

- a. If said Bid shall be rejected, or
- b. If said Bid shall be accepted and the Principle shall execute and deliver a contract in the Form of the Agreement attached hereto (properly completed in accordance with said Bid) shall furnish Bonds for Faithful Performance of said contract, and for the Payment of all persons performing labor and furnishing materials in connection therewith, and provide certificates and policies of insurance as specified in the Bid documents and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect. It being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its Bond shall be in no way impaired or affected by any extension of time within which Sunnyslope County Water District may accept such Bid. Said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto

Section VII Noncollusion Affidavit

In accordance with Section 7106 of the State of California Public Contract Code, Bidders are required to execute the following Noncollusion Affidavit.

NONCOLLUSION DECLARATION TO BE SUBMITTED WITH BID

I _____, declare that I am _____ of _____
the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation;

THAT the bid is genuine and not collusive or sham;

that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding;

THAT the bidder has not in any manner directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder or fix any overhead, profit, or cost element of the bid price, or that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract;

THAT all statements contained in the bid are true;

THAT the bidder has not directly or indirectly submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto;

THAT the bidder has not paid and will not pay any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed on _____ in _____
(Date) (Location)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Declarant)

Staff Report

Agenda Item: I – 2

DATE: March 12, 2021 (March 16, 2021 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Travis Foster

SUBJECT: Receive and Discuss Six-Month Budget Review of District's Financial Results from July 1, 2020 thru December 31, 2020

OVERVIEW:

Please find the Sunnyslope County Water District Profit & Loss Budget Overview from July through December 2020 Report attached. We have installed the 2021 Budget into Quickbooks and will be using the Budget Overview Report from the software. The report is sorted by Sewer, Water, Customer Service and G&A with Totals. As we are updating the District's reporting capabilities in the current fiscal year, some underlying variances are based on the differences in the methodology used in the past to develop the budget and the actual reporting in the current fiscal year. As an example, and with the implementation of ADP, we can now post labor and benefits to the actual department worked in the pay period by employee. In the past, a formula to routinely allocate actual labor and benefits was used that mimicked the process to develop the budget. These changes result in improved transparency of how operations are actually performing.

The Finance Committee met on March 10th, 2021 to review the Budget to Actuals results for the first six months of operations. This Board presentation is to summarize our discussion and report to the Board on the mid-year operating results for the District.

WASTEWATER:

Wastewater Revenue: Sewer Services Revenue of \$1,001,299 is up \$51,299 over the budget of \$950,000. This increase is tracking what we have seen month to month. As the District calculates the consumption factor and adjusts for the new factor in April of each year, the budget is developed based on an average of the prior year. Variances are typically seen for the first six months of the year when the current year's consumption factor has not been adjusted. Revenue for fees allocated from Customer Service of \$15,872 is down \$6,488 from the budgeted \$22,360. The net effect of these variances is \$38,256 over budget for total Wastewater Revenue.

Wastewater Expenses: The most notable variances in expenses for the Wastewater operation are the following:

- 1) Electrical Services are up \$7,795 from the budget due to additional energy used for operating pumps.
- 2) A new fuel pump costing \$4,247.39 for the 2005 DeWatering Pump was installed resulting in a \$3,938 variance in Vehicle & Equipment Operating Expenses (account 633).
- 3) Depreciation is up \$4,670 for new pumps purchased at the end of FY 2020 subsequent to the budget preparation.

Wastewater Net Ordinary Income: After six months of operations, Wastewater Net Income of \$375,933 is up \$11,999 from the budget and Net Income of \$253,250 is \$17,216 over budget.

WATER:

Water Revenue: Water Sales Revenue of \$4,164,041 is up \$461,497 over the budget of \$3,702,544. Water Sales was budgeted conservatively in Fiscal Year 2021 due to the \$300,000 budget shortfall in fiscal year 2020 and the unknown impact of the pandemic. Installation Fees are \$10,650 over budget which is offset by Allocated Customer Service Revenue being \$25,951 under budget. The net effect of these variances results in total Waster Revenue being \$419,137 over budget.

Water Expenses: The most notable variances in expenses for Water operations are the following:

- 1) Electrical Services are up \$71,826 from the budget due to additional energy used for operating pumps.
- 2) Depreciation is up \$18,156 for the acceptance of new subdivision water mains.
- 3) Lessalt Operations and Maintenance Costs are down \$85,944 as West Hills was utilized more in the first six months of the year.
- 4) West Hills Treatment Plant Operations & Maintenance Costs are up \$67,298 with the primary reason attributable to the increase in chemical costs for the additional water treated for the first six months of the year. Chemical costs are \$97,088 over budget at West Hills Treatment Plant.

Water Net Ordinary Income: After six months of operations, Water Net Income of \$85,262 is \$299,188 over the budget. Net Income Excluding Non-Budgeted Items of \$44,234 is \$299,160 over the budgeted loss of \$254,926.

CUSTOMER SERVICE:

Customer Service Revenue: Customer Service revenue is \$32,439 under budget primarily attributable to the inability to charge late fees during the pandemic.

Customer Service Expenses: Expenses are tracking in the Customer Service department and there are no significant variances to note.

GENERAL & ADMINISTRATIVE:

General & Administrative Expenses: Labor Variances are attributable to the difference in the methods used for allocating the Finance & HR position to Customer Service in the Budget versus the implemented departmental tracking process used with ADP. Other Expenses variances include:

- 1) The \$20,143 over budget amount for professional services is due to the timing of expenses and the addition of an employee survey after the budget was adopted.

CONCLUSION / DISCUSSION:

In general, the District is on track to have a good financial position with \$1,485,900 in Capacity Fees received for the first six months of operation. These fees are designated by the Board for Capital Contributions. The fees are currently being used to service the \$98,723 in monthly Capital Component Costs of the three tranches of the Hollister Urban Area Agreement. The balance is \$3,778,164 on December 31, 2020. The District is also on track to limit the budgeted loss for Fiscal Year 2021. At the Finance Committee meeting, we discussed starting to separately track depreciation of the Donated Assets received from developments. In the future, this will provide additional transparency of an expense for assets not acquired by the District. The District has the long-term obligation to maintain the assets, but the current depreciation expense relates to an accounting treatment versus a financial impact of operating expenses.

ENVIRONMENTAL IMPACT:

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

ATTACHEMENTS: SSCWD Profit & Loss Budget Overview

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Sewer		
	Jul - Dec 20	Budget	\$ Over Budget
400 · Operating Revenue			
470 · Sewer Sales	1,001,298.76	949,999.98	51,298.78
492 · Installation & Inspect. Fees	0.00	50.00	-50.00
Total 495 · Late Fees	0.00	6,499.98	-6,499.98
Total 520 · Miscellaneous Fees	0.00		
525 · Discounts Taken	2.59		
550 · Less Allocated from C.S. & G.A.	0.00		
551 · Allocate from Cust Serv	15,872.22	22,360.02	-6,487.80
552 · Allocate from Gen & Admn	92.51	100.00	-7.49
Total Income	1,017,266.08	979,009.98	38,256.10
SSCWD Labor Expense			
Total 602 · Wages & Salaries	89,535.74	92,014.98	-2,479.24
Total 603 · - Employee Benefits	22,708.02	11,455.50	11,252.52
Total 605 · Labor Billed to Others	0.00		
607 · OPEB - Retiree Health Benefit	0.00	600.00	-600.00
Total 608 · CalPERS Pension Expense	9,177.26	10,901.52	-1,724.26
609.00 · Directors Fees	0.00		
610.00 · Payroll Taxes	131.26	2,179.50	-2,048.24
611 · Less Allocated	0.00		
612 · Allocated C.S.	41,078.41	50,974.50	-9,896.09
613 · Allocated G.&A.	104,166.53	94,762.98	9,403.55
Total COGS	266,797.22	262,888.98	3,908.24
Gross Profit	750,468.86	716,121.00	34,347.86

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Sewer		
	Jul - Dec 20	Budget	\$ Over Budget
Expense			
619 · Electrical Services	40,294.65	32,500.02	7,794.63
Total 620 · Telephone Services	2,509.34	2,500.02	9.32
Total 621 · Professional Services	62.70	499.98	-437.28
Total 622 · Postage	0.00		
Total 623 · Contract Services	1,299.59	850.02	449.57
Total 624 · Office Supplies	0.00	49.98	-49.98
626 · Legal Advertising	0.00		
Total 627 · Repairs & Maintenance	13,386.31	12,499.98	886.33
632 · Diesel	238.58	250.02	-11.44
Total 633 · Vehicle Oper Exp	11,437.78	7,500.00	3,937.78
Total 635 · Professional Development	110.42	750.00	-639.58
Total 637 · Shop Supplies	13,103.75	12,000.00	1,103.75
638 · Meeting Expense	0.00		
641 · Insurance	0.00		
643 · Equipment Rental	159.00		
Total 650 · Research & Monitoring	20,463.50	19,000.02	1,463.48
654 · Depreciation	208,170.21	203,500.02	4,670.19
Total 659 · S.B.C.W.D. Pumping Fees	0.00		

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Sewer		
	Jul - Dec 20	Budget	\$ Over Budget
672 · Water Conservation	0.00		
684 · Bad Debts	0.00	100.02	-100.02
Total 690 · Taxes- Fees- Permits- Dues- Sub	8,339.50	8,500.02	-160.52
695 · Less Allocated	0.00		
696 · Allocated from G. & A.	44,669.07	40,667.02	4,002.05
697 · Allocated from C.S.	10,291.30	11,020.02	-728.72
Total Expense	374,535.70	352,187.14	22,348.56
Net Ordinary Income	375,933.16	363,933.86	11,999.30
Other Income/Expense			
Other Income			
805 · Capacity Fees	0.00		
809 · Gain/Loss Invest to Fair Value	0.00		
810 · Interest Income	72.88		
812 · Donated Assets (received)	0.00		
840 · Less Allocated.	0.00		
850 · Allocation G & A	-6,490.49		
Total Other Income	-6,417.61		
Other Expense			
817 · Southside Rd Slide Investigat'n	2,146.50	15,000.00	-12,853.50
820 · Interest Expense	113,138.56	112,900.02	238.54
832 · Allocation G&A	980.47		
839 · Less Allocated .	0.00		
Total Other Expense	116,265.53	127,900.02	-11,634.49
Net Other Income	-122,683.14	-127,900.02	5,216.88
Net Income	253,250.02	236,033.84	17,216.18
Net Income Excluding Non-Budgeted Items	260,648.10	236,033.84	24,614.26

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
400 · Operating Revenue			
Total 401 · Water Sales	4,164,040.75	3,702,544.00	461,496.75
492 · Installation & Inspect. Fees	50,650.00	40,000.02	10,649.98
Total 495 · Late Fees	0.00	25,999.98	-25,999.98
Total 520 · Miscellaneous Fees	622.80	1,999.98	-1,377.18
525 · Discounts Taken	148.19		
550 · Less Allocated from C.S. & G.A.	0.00		
551 · Allocate from Cust Serv	63,488.91	89,440.02	-25,951.11
552 · Allocate from Gen & Admn	370.00	199.98	170.02
Total Income	4,279,320.65	3,860,183.98	419,136.67
SSCWD Labor Expense			
Total 602 · Wages & Salaries	337,552.08	343,968.02	-6,415.94
Total 603 · - Employee Benefits	92,541.32	35,215.02	57,326.30
Total 605 · Labor Billed to Others	-15,341.00	-11,000.04	-4,340.96
607 · OPEB - Retiree Health Benefit	0.00		
Total 608 · CalPERS Pension Expense	37,624.18	42,981.48	-5,357.30
609.00 · Directors Fees	0.00		
610.00 · Payroll Taxes	749.70	12,172.50	-11,422.80
611 · Less Allocated	0.00		
612 · Allocated C.S.	164,313.65	203,897.52	-39,583.87
613 · Allocated G.&A.	416,666.11	379,052.52	37,613.59
Total COGS	1,034,106.04	1,006,287.02	27,819.02
Gross Profit	3,245,214.61	2,853,896.96	391,317.65

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
Expense			
619 · Electrical Services	149,327.83	77,502.00	71,825.83
Total 620 · Telephone Services	269.98	600.00	-330.02
Total 621 · Professional Services	2,684.80	1,249.98	1,434.82
Total 622 · Postage	0.00	750.00	-750.00
Total 623 · Contract Services	3,906.54	6,000.00	-2,093.46
Total 624 · Office Supplies	0.00	250.02	-250.02
626 · Legal Advertising	0.00		
Total 627 · Repairs & Maintenance	24,794.44	37,500.00	-12,705.56
632 · Diesel	954.27	1,000.02	-45.75
Total 633 · Vehicle Oper Exp	26,152.43	30,000.00	-3,847.57
Total 635 · Professional Development	241.69	4,000.02	-3,758.33
Total 637 · Shop Supplies	20,393.35	12,499.98	7,893.37
638 · Meeting Expense	0.00		
641 · Insurance	0.00		
643 · Equipment Rental	636.00		
Total 650 · Research & Monitoring	29,335.70	27,499.98	1,835.72
654 · Depreciation	439,656.18	421,500.00	18,156.18
Total 659 · S.B.C.W.D. Pumping Fees	10,560.97	14,499.96	-3,938.99

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
661 - Lessalt WTP O&M Costs			
Total 661.05 - Wages & Benefits	168,897.17	178,264.50	-9,367.33
661.40 - Chlorine & Other Chemicals			
661.41 - Sodium Hydroxide	3,275.32		
661.42 - Sodium Hypochlorite	9,496.79		
661.43 - Chlorine	4,280.72		
661.44 - Ferric Chloride	11,144.70		
661.46 - Polymer, Citric Acid and Other	7,570.05		
661.40 - Chlorine & Other Chemicals - Other	0.00	39,999.98	-39,999.98
Total 661.40 - Chlorine & Other Chemicals	<u>35,767.58</u>	<u>39,999.98</u>	<u>-4,232.40</u>
661.61 - Telephone	1,523.33	1,400.02	123.31
661.62 - Contract/Professional Services	1,002.75	12,999.98	-11,997.23
661.63 - Office Supplies / Shop Supplies	280.40	350.02	-69.62
661.64 - Repairs & Maint - Operations	30,479.69	24,999.98	5,479.71
661.65 - Professional Development	0.00	1,250.02	-1,250.02
661.66 - Chemicals & Lab Supplies	2,580.71	5,000.02	-2,419.31
661.67 - GAC Filter Media Replacement	193,608.00	255,000.00	-61,392.00
661.68 - Environment. Quality Monitoring	10,930.87	11,000.02	-69.15
661.69 - Dues, Fees, Permits	0.00	750.00	-750.00
661 - Lessalt WTP O&M Costs - Other	0.00	0.00	0.00
Total 661 - Lessalt WTP O&M Costs	<u>445,070.50</u>	<u>531,014.54</u>	<u>-85,944.04</u>

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
Total 662.05 · WHTP Wages and Benefits	215,713.65	206,624.94	9,088.71
662.40 · Chlorine & Other Chemicals			
662.41 · Sodium Hydroxide	235,957.99		
662.42 · Sodium Hypochlorite	24,261.07		
662.43 · Chlorine	21,587.66		
662.44 · Ferric Chloride	98,204.99		
662.45 · Sulfuric Acid	40,612.75		
662.46 · Polymer, Citric Acid and Other	26,463.44		
662.40 · Chlorine & Other Chemicals - Other	0.00	350,000.02	-350,000.02
Total 662.40 · Chlorine & Other Chemicals	447,087.90	350,000.02	97,087.88
662.61 · Telephone	247.53	375.00	-127.47
662.62 · Contract/Professional Services	4,420.90	22,500.00	-18,079.10
662.63 · Office Supplies / Shop Supplies	375.05	600.00	-224.95
662.64 · Repairs & Maint - Operations	24,210.41	37,500.00	-13,289.59
662.65 · Professional Development	0.00	2,750.02	-2,750.02
662.66 · Chemicals & Lab Supplies	7,755.94	7,500.00	255.94
662.67 · Activated Carbon Replacement	113,279.29	125,000.02	-11,720.73
662.68 · Environmental Quality Monitorin	14,083.59	15,000.00	-916.41
662.71 · Sludge Removal Costs	15,474.00	5,000.02	10,473.98
662.90 · Capital Equipment Purchased	0.00	2,499.98	-2,499.98
662 · West Hills WTP O&M Costs - Other	0.00	0.00	0.00
Total 662 · West Hills WTP O&M Costs	842,648.26	775,350.00	67,298.26
664 · Water Treat. Plant O&M Revenue			
664.01 · Lessalt WTP - O&M Revenue	-538,866.00	-538,864.98	-1.02
664.02 · West Hills WTP - O&M Revenue	-786,852.00	-786,850.02	-1.98
Total 664 · Water Treat. Plant O&M Revenue	-1,325,718.00	-1,325,715.00	-3.00

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
665 · SBCWD-Lessalt WTP			
665.10 · Base Rate - Lessalt WTP			
665.11 · Capital Cost Compnt-Tranche 1	235,476.11	234,675.98	800.13
665.12 · Administrative Fee	25,951.05	18,000.00	7,951.05
665.13 · Direct Costs	6,940.73	6,999.98	-59.25
665.19 · Replacement Reserve	39,906.00	39,906.00	0.00
Total 665.10 · Base Rate - Lessalt WTP	308,273.89	299,581.96	8,691.93
665.30 · Water Supply - Lessalt WTP			
665.31 · Cost of Raw Water (excl. Power)	129,257.25	207,500.02	-78,242.77
665.32 · Cost of Raw Water Power	16,720.78	39,999.98	-23,279.20
Total 665.30 · Water Supply - Lessalt WTP	145,978.03	247,500.00	-101,521.97
665.50 · Treated Water - Lessalt WTP			
665.51 · Operations & Maintenance	269,429.93	269,432.48	-2.55
665.55 · Power for Lessalt WTP	36,825.79	45,000.00	-8,174.21
Total 665.50 · Treated Water - Lessalt WTP	306,255.72	314,432.48	-8,176.76
665 · SBCWD-Lessalt WTP - Other	0.00	0.00	0.00
Total 665 · SBCWD-Lessalt WTP	760,507.64	861,514.44	-101,006.80
666 · SBCWD - West Hills WTP			
666.10 · Base Rate - West Hills WTP			
666.11 · Capital Cost Compnt-Trnch 2 & 3	500,077.66	494,023.50	6,054.16
666.12 · Administrative Fee	1,475.62	1,475.48	0.14
666.13 · Direct Costs	10,418.64	12,500.02	-2,081.38
666.19 · Replacement Reserve	90,786.00	90,786.00	0.00
Total 666.10 · Base Rate - West Hills WTP	602,757.92	598,785.00	3,972.92
666.30 · Water Supply - West Hills WTP			
666.31 · Cost of Raw Water (excl. Power)	346,981.15	228,249.98	118,731.17
666.32 · Cost of Raw Water Power	29,012.63	24,999.98	4,012.65
Total 666.30 · Water Supply - West Hills WTP	375,993.78	253,249.96	122,743.82
666.50 · Treated Water - West Hills WTP			
666.51 · Operations & Maintenance	393,426.00	393,425.02	0.98
666.55 · Power for West Hills WTP	45,525.00	33,999.98	11,525.02
Total 666.50 · Treated Water - West Hills WTP	438,951.00	427,425.00	11,526.00
666 · SBCWD - West Hills WTP - Other	0.00	0.00	0.00
Total 666 · SBCWD - West Hills WTP	1,417,702.70	1,279,459.96	138,242.74

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Total Water		
	Jul - Dec 20	Budget	\$ Over Budget
672 · Water Conservation	74,375.00	76,000.02	-1,625.02
684 · Bad Debts	0.00	400.02	-400.02
Total 690 · Taxes- Fees- Permits- Dues- Sub	16,610.44	28,200.00	-11,589.56
695 · Less Allocated	0.00		
696 · Allocated from G. & A.	178,676.30	162,666.98	16,009.32
697 · Allocated from C.S.	41,165.10	44,080.02	-2,914.92
Total Expense	3,159,952.12	3,067,822.94	92,129.18
Net Ordinary Income	85,262.49	-213,925.98	299,188.47
Other Income/Expense			
Other Income			
805 · Capacity Fees	1,485,900.00		
809 · Gain/Loss Invest to Fair Value	0.00		
810 · Interest Income	17,113.58		
812 · Donated Assets (received)	571,375.00		
840 · Less Allocated.	0.00		
850 · Allocation G & A	-25,961.97		
Total Other Income	2,048,426.61		
Other Expense			
817 · Southside Rd Slide Investigat'n	0.00		
820 · Interest Expense	41,028.71	40,999.98	28.73
832 · Allocation G&A	3,922.03		
839 · Less Allocated .	0.00		
Total Other Expense	44,950.74	40,999.98	3,950.76
Net Other Income	2,003,475.87	-40,999.98	2,044,475.85
Net Income	2,088,738.36	-254,925.96	2,343,664.32
Net Income Excluding Non-Budgeted Items	44,233.78	(254,925.96)	299,159.74

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	Customer Service		
	Jul - Dec 20	Budget	\$ Over Budget
Total 520 · Miscellaneous Fees	79,361.13	111,799.98	-32,438.85
525 · Discounts Taken	0.00		
550 · Less Allocated from C.S. & G.A.	-79,361.13	-111,799.98	32,438.85
551 · Allocate from Cust Serv	0.00		
552 · Allocate from Gen & Admn	0.00		
Total Income	0.00	0.00	0.00
SSCWD Labor Expense			
Total 602 · Wages & Salaries	144,022.50	205,204.02	-61,181.52
Total 603 · - Employee Benefits	35,665.02	18,681.48	16,983.54
Total 605 · Labor Billed to Others	0.00		
607 · OPEB - Retiree Health Benefit	0.00		
Total 608 · CalPERS Pension Expense	25,523.06	28,011.00	-2,487.94
609.00 · Directors Fees	0.00		
610.00 · Payroll Taxes	181.48	2,975.52	-2,794.04
611 · Less Allocated	-205,392.06	-254,872.02	49,479.96
612 · Allocated C.S.	0.00	0.00	0.00
613 · Allocated G.&A.	0.00		
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00

Sunnyslope County Water District
 Profit & Loss Budget Overview
 July through December 2020

Customer Service			
Expense	Jul - Dec 20	Budget	\$ Over Budget
619 · Electrical Services	0.00		
Total 620 · Telephone Services	2,597.05	4,000.02	-1,402.97
Total 621 · Professional Services	0.00	1,249.98	-1,249.98
Total 622 · Postage	13,808.94	15,000.00	-1,191.06
Total 623 · Contract Services	12,084.94	12,000.00	84.94
Total 624 · Office Supplies	7,879.57	8,650.02	-770.45
626 · Legal Advertising	0.00		
Total 627 · Repairs & Maintenance	0.00	49.98	-49.98
632 · Diesel	0.00		
Total 633 · Vehicle Oper Exp	0.00		
Total 635 · Professional Development	0.00	250.02	-250.02
Total 637 · Shop Supplies	0.00		
638 · Meeting Expense	0.00	49.98	-49.98
641 · Insurance	0.00		
643 · Equipment Rental	0.00		
Total 650 · Research & Monitoring	0.00		
654 · Depreciation	800.05	799.98	0.07
Total 659 · S.B.C.W.D. Pumping Fees	0.00		

Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020

Customer Service

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
672 · Water Conservation	0.00		
684 · Bad Debts	0.00	150.00	-150.00
Total 690 · Taxes- Fees- Permits- Dues- Sub	14,285.85	12,900.00	1,385.85
695 · Less Allocated	-51,456.40	-55,099.98	3,643.58
696 · Allocated from G. & A.	0.00		
697 · Allocated from C.S.	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00
Net Ordinary Income	0.00	0.00	0.00

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
400 · Operating Revenue						
Total 401 · Water Sales	0.00			4,164,040.75	3,702,544.00	461,496.75
470 · Sewer Sales	0.00			1,001,298.76	949,999.98	51,298.78
492 · Installation & Inspect. Fees	0.00			50,650.00	40,050.02	10,599.98
Total 495 · Late Fees	0.00			0.00	32,499.96	-32,499.96
Total 520 · Miscellaneous Fees	431.21			80,415.14	113,799.96	-33,384.82
525 · Discounts Taken	31.30			182.08	0.00	182.08
550 · Less Allocated from C.S. & G.A.	-462.51			-79,823.64	-111,799.98	31,976.34
551 · Allocate from Cust Serv	0.00			79,361.13	111,800.04	-32,438.91
552 · Allocate from Gen & Admn	0.00			462.51	299.98	162.53
Total Income	0.00			5,296,586.73	4,839,193.96	457,392.77
SSCWD Labor Expense						
Total 602 · Wages & Salaries	385,245.07	355,311.48	29,933.59	956,355.39	996,498.50	-40,143.11
Total 603 · - Employee Benefits	64,419.31	43,742.52	20,676.79	215,333.67	109,094.52	106,239.15
Total 605 · Labor Billed to Others	0.00			-15,341.00	-11,000.04	-4,340.96
607 · OPEB - Retiree Health Benefit	834.00	0.00	834.00	834.00	600.00	234.00
Total 608 · CalPERS Pension Expense	60,623.11	63,229.50	-2,606.39	132,947.61	145,123.50	-12,175.89
609.00 · Directors Fees	9,100.00	9,199.98	-99.98	9,100.00	9,199.98	-99.98
610.00 · Payroll Taxes	611.15	2,332.02	-1,720.87	1,673.59	19,659.54	-17,985.95
611 · Less Allocated	-520,832.64	-473,815.50	-47,017.14	-726,224.70	-728,687.52	2,462.82
612 · Allocated C.S.	0.00	0.00	0.00	205,392.06	254,872.02	-49,479.96
613 · Allocated G.&A.	0.00			520,832.64	473,815.50	47,017.14
Total COGS	0.00	0.00	0.00	1,300,903.26	1,269,176.00	31,727.26
Gross Profit	0.00	0.00	0.00	3,995,683.47	3,570,017.96	425,665.51

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
Expense						
619 · Electrical Services	1,698.83	1,050.00	648.83	191,321.31	111,052.02	80,269.29
Total 620 · Telephone Services	636.97	750.00	-113.03	6,013.34	7,850.04	-1,836.70
Total 621 · Professional Services	54,143.05	34,000.02	20,143.03	56,890.55	36,999.96	19,890.59
Total 622 · Postage	547.67	700.02	-152.35	14,356.61	16,450.02	-2,093.41
Total 623 · Contract Services	33,547.34	40,558.96	-7,011.62	50,838.41	59,408.98	-8,570.57
Total 624 · Office Supplies	3,129.06	9,349.98	-6,220.92	11,008.63	18,300.00	-7,291.37
626 · Legal Advertising	0.00	750.00	-750.00	0.00	750.00	-750.00
Total 627 · Repairs & Maintenance	3,613.02	2,050.02	1,563.00	41,793.77	52,099.98	-10,306.21
632 · Diesel	0.00			1,192.85	1,250.04	-57.19
Total 633 · Vehicle Oper Exp	1,868.35	2,250.00	-381.65	39,458.56	39,750.00	-291.44
Total 635 · Professional Development	1,630.62	2,500.02	-869.40	1,982.73	7,500.06	-5,517.33
Total 637 · Shop Supplies	1,634.87			35,131.97	24,499.98	10,631.99
638 · Meeting Expense	11.99	574.98	-562.99	11.99	624.96	-612.97
641 · Insurance	38,301.48	34,999.98	3,301.50	38,301.48	34,999.98	3,301.50
643 · Equipment Rental	0.00			795.00	0.00	795.00
Total 650 · Research & Monitoring	0.00			49,799.20	46,500.00	3,299.20
654 · Depreciation	73,138.56	70,000.02	3,138.54	721,765.00	695,800.02	25,964.98
Total 659 · S.B.C.W.D. Pumping Fees	0.00			10,560.97	14,499.96	-3,938.99

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
661 - Lessalt WTP O&M Costs						
Total 661.05 · Wages & Benefits	0.00			168,897.17	178,264.50	-9,367.33
661.40 · Chlorine & Other Chemicals						
661.41 · Sodium Hydroxide	0.00			3,275.32	0.00	3,275.32
661.42 · Sodium Hypochlorite	0.00			9,496.79	0.00	9,496.79
661.43 · Chlorine	0.00			4,280.72	0.00	4,280.72
661.44 · Ferric Chloride	0.00			11,144.70	0.00	11,144.70
661.46 · Polymer, Citric Acid and Other	0.00			7,570.05	0.00	7,570.05
661.40 · Chlorine & Other Chemicals - Other	0.00			0.00	39,999.98	-39,999.98
Total 661.40 · Chlorine & Other Chemicals	0.00			35,767.58	39,999.98	-4,232.40
661.61 · Telephone	0.00			1,523.33	1,400.02	123.31
661.62 · Contract/Professional Services	0.00			1,002.75	12,999.98	-11,997.23
661.63 · Office Supplies / Shop Supplies	0.00			280.40	350.02	-69.62
661.64 · Repairs & Maint - Operations	0.00			30,479.69	24,999.98	5,479.71
661.65 · Professional Development	0.00			0.00	1,250.02	-1,250.02
661.66 · Chemicals & Lab Supplies	0.00			2,580.71	5,000.02	-2,419.31
661.67 · GAC Filter Media Replacement	0.00			193,608.00	255,000.00	-61,392.00
661.68 · Environment. Quality Monitoring	0.00			10,930.87	11,000.02	-69.15
661.69 · Dues, Fees, Permits	0.00			0.00	750.00	-750.00
661 · Lessalt WTP O&M Costs - Other	0.00			0.00	0.00	0.00
Total 661 · Lessalt WTP O&M Costs	0.00			445,070.50	531,014.54	-85,944.04

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
Total 662.05 · WHTP Wages and Benefits	0.00			215,713.65	206,624.94	9,088.71
662.40 · Chlorine & Other Chemicals						
662.41 · Sodium Hydroxide	0.00			235,957.99	0.00	235,957.99
662.42 · Sodium Hypochlorite	0.00			24,261.07	0.00	24,261.07
662.43 · Chlorine	0.00			21,587.66	0.00	21,587.66
662.44 · Ferric Chloride	0.00			98,204.99	0.00	98,204.99
662.45 · Sulfuric Acid	0.00			40,612.75	0.00	40,612.75
662.46 · Polymer, Citric Acid and Other	0.00			26,463.44	0.00	26,463.44
662.40 · Chlorine & Other Chemicals - Other	0.00			0.00	350,000.02	-350,000.02
Total 662.40 · Chlorine & Other Chemicals	0.00			447,087.90	350,000.02	97,087.88
662.61 · Telephone	0.00			247.53	375.00	-127.47
662.62 · Contract/Professional Services	0.00			4,420.90	22,500.00	-18,079.10
662.63 · Office Supplies / Shop Supplies	0.00			375.05	600.00	-224.95
662.64 · Repairs & Maint - Operations	858.22			25,068.63	37,500.00	-12,431.37
662.65 · Professional Development	0.00			0.00	2,750.02	-2,750.02
662.66 · Chemicals & Lab Supplies	0.00			7,755.94	7,500.00	255.94
662.67 · Activated Carbon Replacement	0.00			113,279.29	125,000.02	-11,720.73
662.68 · Environmental Quality Monitorin	0.00			14,083.59	15,000.00	-916.41
662.71 · Sludge Removal Costs	0.00			15,474.00	5,000.02	10,473.98
662.90 · Capital Equipment Purchased	0.00			0.00	2,499.98	-2,499.98
662 · West Hills WTP O&M Costs - Other	0.00			0.00	0.00	0.00
Total 662 · West Hills WTP O&M Costs	858.22			843,506.48	775,350.00	68,156.48
664 · Water Treat. Plant O&M Revenue						
664.01 · Lessalt WTP - O&M Revenue	0.00			-538,866.00	-538,864.98	-1.02
664.02 · West Hills WTP - O&M Revenue	0.00			-786,852.00	-786,850.02	-1.98
Total 664 · Water Treat. Plant O&M Revenue	0.00			-1,325,718.00	-1,325,715.00	-3.00

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
665 · SBCWD-Lessalt WTP						
665.10 · Base Rate - Lessalt WTP						
665.11 · Capital Cost Compnt-Tranche 1	0.00			235,476.11	234,675.98	800.13
665.12 · Administrative Fee	0.00			25,951.05	18,000.00	7,951.05
665.13 · Direct Costs	0.00			6,940.73	6,999.98	-59.25
665.19 · Replacement Reserve	0.00			39,906.00	39,906.00	0.00
Total 665.10 · Base Rate - Lessalt WTP	0.00			308,273.89	299,581.96	8,691.93
665.30 · Water Supply - Lessalt WTP						
665.31 · Cost of Raw Water (excl. Power)	0.00			129,257.25	207,500.02	-78,242.77
665.32 · Cost of Raw Water Power	0.00			16,720.78	39,999.98	-23,279.20
Total 665.30 · Water Supply - Lessalt WTP	0.00			145,978.03	247,500.00	-101,521.97
665.50 · Treated Water - Lessalt WTP						
665.51 · Operations & Maintenance	0.00			269,429.93	269,432.48	-2.55
665.55 · Power for Lessalt WTP	0.00			36,825.79	45,000.00	-8,174.21
Total 665.50 · Treated Water - Lessalt WTP	0.00			306,255.72	314,432.48	-8,176.76
665 · SBCWD-Lessalt WTP - Other	0.00			0.00	0.00	0.00
Total 665 · SBCWD-Lessalt WTP	0.00			760,507.64	861,514.44	-101,006.80
666 · SBCWD - West Hills WTP						
666.10 · Base Rate - West Hills WTP						
666.11 · Capital Cost Compnt-Trnch 2 & 3	0.00			500,077.66	494,023.50	6,054.16
666.12 · Administrative Fee	0.00			1,475.62	1,475.48	0.14
666.13 · Direct Costs	0.00			10,418.64	12,500.02	-2,081.38
666.19 · Replacement Reserve	0.00			90,786.00	90,786.00	0.00
Total 666.10 · Base Rate - West Hills WTP	0.00			602,757.92	598,785.00	3,972.92
666.30 · Water Supply - West Hills WTP						
666.31 · Cost of Raw Water (excl. Power)	0.00			346,981.15	228,249.98	118,731.17
666.32 · Cost of Raw Water Power	0.00			29,012.63	24,999.98	4,012.65
Total 666.30 · Water Supply - West Hills WTP	0.00			375,993.78	253,249.96	122,743.82
666.50 · Treated Water - West Hills WTP						
666.51 · Operations & Maintenance	0.00			393,426.00	393,425.02	0.98
666.55 · Power for West Hills WTP	0.00			45,525.00	33,999.98	11,525.02
Total 666.50 · Treated Water - West Hills WTP	0.00			438,951.00	427,425.00	11,526.00
666 · SBCWD - West Hills WTP - Other	0.00			0.00	0.00	0.00
Total 666 · SBCWD - West Hills WTP	0.00			1,417,702.70	1,279,459.96	138,242.74

**Sunnyslope County Water District
Profit & Loss Budget Overview
July through December 2020**

	G & A			TOTAL		
	Jul - Dec 20	Budget	\$ Over Budget	Jul - Dec 20	Budget	\$ Over Budget
672 · Water Conservation	0.00			74,375.00	76,000.02	-1,625.02
684 · Bad Debts	0.00	49.98	-49.98	0.00	700.02	-700.02
Total 690 · Taxes- Fees- Permits- Dues- Sub	8,585.34	3,750.00	4,835.34	47,821.13	53,350.02	-5,528.89
695 · Less Allocated	-223,345.37	-203,334.00	-20,011.37	-274,801.77	-258,433.98	-16,367.79
696 · Allocated from G. & A.	0.00	0.00	0.00	223,345.37	203,334.00	20,011.37
697 · Allocated from C.S.	0.00			51,456.40	55,100.04	-3,643.64
Total Expense	0.00	-0.02	0.02	3,534,487.82	3,420,010.06	114,477.76
Net Ordinary Income	0.00	0.02	-0.02	461,195.65	150,007.90	311,187.75
Other Income/Expense						
Other Income						
805 · Capacity Fees	0.00			1,485,900.00	0.00	1,485,900.00
809 · Gain/Loss Invest to Fair Value	-34,199.55			-34,199.55	0.00	-34,199.55
810 · Interest Income	1,747.09			18,933.55	0.00	18,933.55
812 · Donated Assets (received)	0.00			571,375.00	0.00	571,375.00
840 · Less Allocated.	32,452.46			32,452.46	0.00	32,452.46
850 · Allocation G & A	0.00			-32,452.46	0.00	-32,452.46
Total Other Income	0.00			2,042,009.00	0.00	2,042,009.00
Other Expense						
817 · Southside Rd Slide Investigat'n	4,902.50			7,049.00	15,000.00	-7,951.00
820 · Interest Expense	0.00			154,167.27	153,900.00	267.27
832 · Allocation G&A	0.00			4,902.50	0.00	4,902.50
839 · Less Allocated .	-4,902.50			-4,902.50	0.00	-4,902.50
Total Other Expense	0.00			161,216.27	168,900.00	-7,683.73
Net Other Income	0.00			1,880,792.73	-168,900.00	2,049,692.73
Net Income	0.00	0.02	-0.02	2,341,988.38	-18,892.10	2,360,880.48
Net Income Excluding Non-Budgeted Items				299,979.38	(18,892.10)	318,871.48